

Vacancy announcement

Position	Area Logistics Manager	Starting date	ASAP
Location	Dhamar, Yemen	Type of contract	Fixed Term Contract
Contract duration	6 months (renewable)	Security Risk Level	Very Risky (4/4)

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,800 national staff 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

ACTED has been present in Yemen since early 2012, and implements activities in the central-western and central-southern regions. The presence of ACTED in Yemen has been anchored to the governorates of North of Yemen, North of Yemen, Raymah and Ad-Dhalee where, in the last three areas especially, the organization has been virtually the only international actor directly implementing activities.

ACTED delivered assistance across nine governorates of Yemen over the course of 2019, with the majority of projects focusing on emergency response, such as distributions of food vouchers, cash, hygiene kits and winterisation kits. The food security situation in Yemen continues to be volatile and more households are increasingly relying on humanitarian assistance for their survival. ACTED's work also focused on the rehabilitation and recovery of communities, with beneficiaries participating in cash-for-work activities and livelihoods trainings.

According to UNHCR, there are almost 2.4 million internally displaced people currently in Yemen, however, Camp Coordination and Camp Management (CCCM) is not looked upon favourably by the authorities.

Nevertheless, through ACTED's CCCM project in Aden and Al Dhale'e, the organisation has become the focal point for the CCCM cluster's area coordination in Al Dhale'e, affirming ACTED's knowledge and experience in the sector.

Key roles and responsibilities

JOB PURPOSE

Under the authority of the Area Coordinator and the Country Logistics Manager, the Area Logistics Manager is responsible for supply chain management intended to program implementation in the area, as well as for logistical transversal management such as fleet, fuel, premises, assets & communication management. S/He should ensure compliance of all logistics operations in the area with ACTED logistics & donors' procedures, best practices & national regulations, with an emphasis given to the value for money principle. He/She will also provide leadership, technical support and capacity building to the area logistics staff

OBJECTIVES

1. Ensure timely, cost efficient & transparent supply chain management in the area (taking into account logistics activities in the area as a support to other areas if any):
2. Ensure timely, cost efficient & transparent transversal logistical management in the area (taking into account logistics activities in the area as a support to other areas if any):
3. Ensure compliance to ACTED & donors' procedures in all logistics operations within the area
4. Contribute to the implementation of safety & security guidelines, in particular SOP & plans in the area
5. Lead logistics teams at area level, coordinate and facilitate access to information within the area FLAT teams.

DUTIES AND RESPONSIBILITIES

1. Ensure timely, cost efficient & transparent supply chain management in the area (taking into account logistics activities in the area as a support to other areas if any):

- 1.1 Procurement
- 1.2 Stocks & deliveries
- 1.3 Traceability

2. Ensure timely, cost efficient & transparent transversal logistical management in the area (taking into account logistics activities in the area as a support to other areas if any):

- 2.1 Fleet & transportation management
- 2.2 Fuel management
- 2.3 Asset management



- 2.4 Premises management
- 2.5 Communications & IT management
- 3. Ensure compliance to ACTED & donors' procedures in all logistics operations in the area
- 4. Contribute to the implementation safety & security guidelines, in particular SOP & plans in the area
- 5. Lead logistics teams at area level, coordinate and facilitate access to information within the area FLAT teams.

Required qualifications and technical competencies

- At least 2-3 years of working experience in logistics, supply chain management, and/or security management and procedures
- Ability to train, mobilize, and manage both international and national staff
- Flexibility and ability to multi-task under pressure
- Ability to work well in unstable and frequently changing security environments
- Advanced proficiency in written and spoken English
- Previous experience abroad is an asset

Conditions

- Salary between 2250 and 2450€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- Rest & Recuperation (R&R) every 2 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

How to Apply

Please send your application including cover letter and CV to jobs@acted.org under **Ref: ALM/YEM**