

Transport and Logistics Assistant
Employment Regime: Local Contracted
Group: 3
Reporting Line: international Transport and Logistics Officer

Main Tasks and Responsibilities:

Logistics:

- To be responsible of and to ensure adequate logistical support to the Mission staff;
- To assist in the acquisition of equipment and services;
- To manage the distribution and allocation of logistical resources including transport means;
- To coordinate and manage all aspects related to custom's clearance procedures;
- To monitor available supplies, materials and products and forecast future stock needs;
- To manage on a daily basis the records of quantity, type and value of material, equipment, merchandise, or supplies stocked;
- To prepare reports, such as inventory balance reports, reports on items issued to custodians and status of equipment;
- To collect, file, forward and draft technical reports as well as to implement operating instructions and to assist in drafting guidelines and procedures regarding provision of assets and supplies;
- To be familiar with barcoding equipment and barcoding databases;
- To monitor and maintain updated the inventory system;
- To oversee the Mission's warehouse/storage areas;
- To assist in setting-up and updating a tracking list for consumables;
- To ensure that assets have been physically verified and custodianship/ location/ barcodes/ serial numbers have been confirmed and that any discrepancies are properly investigated and documented;
- To reconcile results of physical verifications of the Mission's assets with the electronic inventory database;
- To cooperate with Procurement and Finance in preparation of tenders and invoice follow up;
- To assist in planning of procurement by providing statistical data on consumptions and estimated forecasts for equipment and services;
- To assist as required at the Property Surveillance Board meetings;
- To undertake any other related task as requested by the Line Manager(s).

Transport:

- To assist in the development, maintenance and revision of all the Transport and Logistics related administrative tasks and instructions;
- To assist in the necessary storage, distribution and allocation of motor vehicles and associated equipment to the Mission members;
- To assist in overseeing the correct use of the Mission's vehicles by checking fuel accounts, insurance overview, car consumptions, mileage control and regional maintenance of the vehicles;
- To assist in checking the eligibility of vehicles use, the private use of vehicles, required actions on damage to vehicles and reporting requirements;
- To provide support on transport related matters to the Mission members during field trips;
- To assist in arranging appropriate recovery and breakdown services when needed;
- To perform any other duties as required by Line Manager with respect of fleet services.

Qualifications and Experience:

- Successful completion of a minimum level of secondary education and/or equivalent professional technical trade and/or technical engineering, attested by a diploma;
- Minimum of 5 years of relevant professional experience in transport, warehouse and asset management, after having fulfilled the education requirements.
- Ability to keep accurate and up-to-date records;
- Knowledge of processes and generic principles pertaining to inventory, supply chain management, assets control and custom regulations;
- Awareness of market conditions applicable for different products and services;
- Proficiency in MS Office Suite (Word, Excel, Power Point, Outlook);
- Valid driving license in area of operations.

Would be an asset:

- Experience in transport and logistics/assets management software and an ERP database;
- Experience in procurement procedures, including in market surveys, compiling technical specifications etc;
- Proficiency in Hebrew;
- Ability to drive 4X4 and armoured vehicles (C1 driving license).