



Terms of Reference

Logistics Associate (Group II)

Department: Admin and Logistic Support	Duty Station: Kenya/ Nairobi
Job title: Logistics Associate (Group II)	
Supervisory roles, back-up and replacement to be established by the Ho(R)O (Head of (Regional) Office).	
1. Job summary:	
The jobholder is responsible for procurement, provision of equipment and logistics support to DG ECHO Office and the offices in the region and for ensuring the smooth running of the Office maintenance. The jobholder commits to strict confidentiality.	
2. Responsibilities & Tasks:	
Within delegated authority, the Logistics Associate (Group II) is responsible for the following tasks:	
General procurement duties	
<ul style="list-style-type: none">• Contributes to the procurement process for office property, expendable supplies and services.• Foresees needs, recommends solutions and conducts tendering procedures as appropriate.• Prepares comparative tables and participates in the selection committee.• Ensures full compliance and application of standard DG ECHO and EU procurement rules, procedures and best practices.• Draws up ARAs (Administrative Requests for Authorisation) to be submitted to the line manager.• Prepares purchase orders (after getting necessary quotations and authorisation) or drafts contracts.• Updates the field office procurement plan.• Follows up the activities and tasks undertaken by contractors as indicated in the signed service/procurement contracts or Purchase Orders.• Develops and updates the list of suppliers and pricelists used by the Office.• Verifies the invoices received in relation with Purchase Orders or Contracts issued, and compiles all required documents together with the invoice to be submitted to the Administration and Finance staff in charge of the accounts.• Verifies and follows up warranties and after sales services offered by providers.• Corresponds and negotiates with all DG ECHO vendors on procurement related matters.• Updates and ensures proper renovation of contracts respecting the deadlines for tenders and ARAs (office premises insurance, equipment insurance, security, ICT (Information and Communication Technology), vehicles insurances, office renting contract, office maintenance and cleaning, etc.).	
Assets management	
<ul style="list-style-type: none">• Checks the good condition of the property owned by DG ECHO.• Checks the use of the DG ECHO property and reports on all changes (e.g. stock tacking and tracking).• Monitors the maintenance of the office equipment ensuring timely repairs when required.• Oversees and ensures the proper maintenance and functioning of other office equipment and furniture.• Oversees and ensures the proper maintenance, functioning and availability of non-ICT pooled office equipment.	



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- Sets up the workstation for new staff/TA (Technical Assistant) to ensure furniture and non-ICT equipment are properly installed.
- Checks the use and maintenance of the communication equipment in close liaison with the ICT Associate.

Fleet management

- Verifies the monthly vehicles report and preparation of the logistics monthly report for all offices under their responsibility.
- Coordinates the movements and activities of the drivers.
- Oversees and ensures proper maintenance and management of vehicles and drivers, e.g. repair, maintenance, monthly mileage check, usage purposes as well as licenses and insurance coverage.
- Follows up accidents/incidents with the police, informs insurance company, prepares and sends all relevant documents.
- Follows up the drivers' list of duties, shifts, logbook, overtime.
- If present in the Office, supervises the tasks and responsibilities of the Logistic Support Agent(s) and/or the Driver(s).

Inventory management

- Follows up inventory and updates in case of purchase, transfer, donation and write off in the Inventory Registration Database based on the ID form previously prepared/updated.
- Verifies the labelling of all property goods in conformity with the inventory database.
- Verifies and updates the monthly inventory list to be included in the monthly financial report.
- Verifies the state of the property goods and recommends maintenance/repairs or declassification.
- Prepares the annual depreciation inventory lists related to office equipment insurances and submits them to the line manager.
- Before departure of a TA or national staff, draws up the end of contract checklist and ensures that all the items that were entrusted to the person are returned in a good state.

TA Settlement and Protocol

(If/When applicable)

- Helps on all protocol matters with the Ministry of Foreign Affairs and other Local Authorities.
- Maintains contacts with relevant government organisations and their local representatives to ensure compliance with local rules and regulations.
- Supports the office staff in the event of urgent deployment to crisis areas.
- Arranges protocol formalities related to official accreditation and certain privileges, immunity and exemptions (visa, TA cards, VAT exemption and withholding taxes, importation of vehicle, communication equipment, personal effects, etc.) as applicable to DG ECHO office and TAs as well as their dependents.
- Draws up and launches the tenders related to housing, security and other services needed in TAs' residences in close coordination with the AC (Administrative Coordinator) and the RSC (Regional Security Coordinator), as appropriate.



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- Draws up the necessary ARAs, including the renting contract and its annexes (tenancy agreement, residence inventory, legal ownership/insurance documents). Follows up TAs' residence contracts.
- Before departure of a TA, ensures that the residence is in the same condition as written in the renting contract and visits it with the TA one month in advance to identify items to be repaired, to be paid by the TA, and the painting and other works, to be paid by DG ECHO. Launches the tenders and draws up the ARAs related to the work to be done by DG ECHO. Prepares the end of renting contract document and assists the TA during the final visit of the residence. Collects from the TA originals or copies of all the bills concerning electricity, phone, water, air conditioning – generator – swimming pool maintenance. Collects the proof of final payment and cancellation of other contracts (internet, TV, etc.). Acts as focal point for bills pending after departure of the TA.
- Follows up the customs clearance management for all DG ECHO goods and TAs' removal goods and cars bought during the first 6 month of contract.

Specific duties for the Logistics Associate

- Liaises between DG ECHO RO (Regional Office) and other DG ECHO field offices in the region on logistics and protocol matters.
- Acts as a floater and gives surge support to RO and field offices if/when requested (e.g. unplanned absence, major crisis, office opening, expansion, etc.). This can also be outside the standard region.
- Supports the development of EAM (Enterprise Asset Management).

General Administration support

- Fills any document relating to logistics, according to DG ECHO procedures.
- Plays an active role in the preparation of DG ECHO seminars and workshops (i.e. hotel quotations, bookings, logistical support, accommodation, venue set-up, transport arrangements, ICT set-up, etc.).
- Assists in the training, briefing and welcoming of newly recruited personnel.
- Maintains administrative and logistical files with necessary confidentiality where required.
- Translates and interprets, as appropriate when necessary.

Office specific responsibilities/tasks:

(If/When applicable)

- Undertakes any additional tasks as assigned by the Supervisor/ HoRO and/or Headquarters.

3. Competencies required:

- **Working and communicating effectively with people:** ability to communicate, support and work effectively with colleagues and teams to achieve collective goals. Building and maintaining excellent relationships with colleagues and partners.
- **Achieving impactful results and quality:** ability and commitment to organise and perform the job to the highest standards, delivering consistent results and striving for quality assurance.
- **Understanding of the humanitarian and DG ECHO way of working:** ability to support DG ECHO's mandate, strategies and operations, to ensure policy compliance and in particular the correct use of the Key Results Indicators (KRIs), and to ensure DG ECHO's visibility. Ability to ensure the correct application of ECHO guidelines and procedures in all the decisions taken.



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- **Demonstrating exemplary attitudes and behaviours:** commitment to act in line with DG ECHO and humanitarian values and demonstrating the required and exemplary attitudes necessary for the Field Network.

4. Job Requirements:

Education

- First level university degree in a relevant field or equivalent professional experience.

Knowledge and Experience

- Minimum 5 years of relevant work experience at national or international level in administration, procurement or logistics.
- Knowledge of working processes (purchase orders, preparation of contracts for services and goods, tendering, protocol, etc.).
- Previous experience in a Governmental or other International Organisation is an advantage.
- High level class driving experience including a good knowledge of the country/region.
- Proven knowledge of car maintenance.
- Good communication skills.
- Capacity to work under pressure in a multitasking position.
- Ability to work in a multicultural environment.
- Good experience in the usage of computers and office software packages (MS Word, Excel, etc.).

Languages:

- Fluency in English (oral and written).
- An excellent knowledge of Swahili.

Disclaimer:

The Authority Authorised to Conclude Contracts (AACC) reserves the right to amend the job requirements in line with the local labour market conditions.