



Terms of Reference

Administrative and Logistics Assistant (Group III)

Department: Admin and Logistic Support	Duty station: Ukraine/Kyiv
Job title: Administrative and Logistics Assistant (ALA) (Group III)	
Supervisory roles, back-up and replacement to be established by the HoO (Head of Office) (cf. updated organisation chart).	
1. Job summary:	
The jobholder is responsible for procurement, provision of equipment and logistics support to DG ECHO Office and for ensuring the smooth running of the office maintenance.	
2. Responsibilities & Tasks:	
Within delegated authority, the Administrative and Logistics Assistant (ALA) (Group III) will be responsible for the following tasks:	
General procurement duties <ul style="list-style-type: none">• Contributes to 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 Request for Authorisation) to be submitted to the line manager;• Prepares purchase orders (after getting necessary quotations and authorisation) or draft 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 suppliers list 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 of warranties and after sales services offered by providers;• Corresponds and negotiates with all DG ECHO vendors on procurement related matters;• Updates and ensure proper renovation of contracts respecting the delays needed for tenders and ARA (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;• Follows-up the use of the DG ECHO property and reports on all changes (e.g. stock tacking and	



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tracking);

- Monitors maintenance of the office equipment ensuring timely repairs when required;
- Oversees and ensures proper maintenance and functioning of other office equipment and furniture;
- Oversees and ensures proper maintenance, functioning and availability of non ICT pooled office equipment;
- Sets up work station for new staff/TA (Technical Assistant) to ensure furniture and non ICT equipment are properly installed;
- Follows-up the use and maintenance of the communication equipment in close liaison with the ICT Manager.

Fleet management

- Verifies the monthly vehicles report and preparation of the logistics monthly report;
- 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 of accidents/incidents with the police, informing insurance company, prepares and sends all relevant documents;
- Follows-up of the Drivers list of duties, shift, logbook, overtime;
- Prepares and follows-up the quarterly reimbursement of private use of vehicle/telecommunication means of DG ECHO and submits to the appropriate administration and finance staff.

Inventory management

- Follows-up inventory and updates in case of purchase, transfer, donation and written 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 update monthly inventory list to be included in the monthly financial report;
- Verifies the state of the property goods and recommends maintenance/reparation or declassification;
- Prepares the annual depreciation inventory lists related to office equipment insurances and submit to the line manager;
- Before departure of 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)

- Provides assistance on all protocol matters with the Ministry of Foreign Affairs and other Local Authorities;
- Maintains contacts with relevant government organisation and their local representatives to ensure compliance with local rules and regulations;



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- 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 TA as well as their dependents;
- Draws-up and launches the tenders related to housing, security and other services needed in TA's residence in close coordination with the AC (Administrative Coordinator), the Regional Logistics Coordinator (RLC) and the RSC (Regional Security Coordinator), as appropriate;
- Draws-up the needed ARA's including draw up of the renting contract and its annexes (tenancy agreement, residence inventory, legal ownership/insurance documents. Follows up TA residence contracts;
- Before departure of a TA, ensures that the residence is in the same condition as written in the renting contract and visits the residence with the TA one month in advance in order to identify the reparation needs 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 ARA's related to the works 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 TA original or copies of all the bills concerning electricity, phone, water, air conditioning – generator – swimming pool maintenance. Collects the proof of final payment and cancelation of other contracts (internet, TV, etc.). Acts as focal point for bills pending after departure of TA;
- Follows-up the customs clearance management for all DG ECHO goods and TA's removal goods and cars bought during the first 6 month of contract.

Specific duties for the senior level Administrative and Logistics Assistant (ALA)

- Liaises between DG ECHO Regional Office (RO) and other DG ECHO Offices in the region on logistics and protocol matters;
- Acts as a floater and gives surge support to RO and other DG ECHO Offices in the region if/when requested (e.g. unplanned absence, major crisis, office opening, expansion, etc.).

General administration support

- Fills any document relating to logistics, according to DG ECHO procedures;
- Plays an active role in the preparation of the DG ECHO seminars and workshops (i.e. hotel quotations, bookings, logistical support, accommodations, 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.



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Specific duties for the senior level Administrative and Logistics Assistant (ALA)

- Supervises the tasks & responsibilities of the Logistics Support Agent(s).

Office specific responsibilities/tasks:

(If/When applicable)

- Undertakes any additional tasks as assigned by the HoO/RO (Regional Office) and/or Headquarters.
- Responsible for receptionist and secretarial duties as needed

3. Competencies required:

- Drive for Results: Medium Level
- Conduct in Service: Medium Level
- Working with Others: Medium Level
- Decision-making: Basic Level
- Managing and Organising Information: Basic Level
- Strategic Thinking and Planning: Basic Level
- Communication: Medium Level
- Organisational Awareness: Basic Level
- Adaptability and Flexibility: Medium Level
- Leadership: Basic Level

The definition of each competency and examples of behaviours expected for each level are listed in annex.

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 the area of 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;
- Capable of working under pressure in a multitasking position;
- Ability to work in a multicultural environment;



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS (ECHO)
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- Good experience in the usage of computers and office software packages (MS Word, Excel, etc.).

Languages

- Fluency in English (verbal & writing)
- An excellent knowledge of Ukrainian

Disclaimer:

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