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## JOB VACANCY FORM

<table>
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<tr>
<th>X Full-time</th>
<th>□ Part-time</th>
<th>□ Summer-Job</th>
<th>□ Internship</th>
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**Job Title:** Logistics Manager

**Reference Number:** 290514-8

### Company Description

**FIRM/INSTITUTION NAME:** NORWEGIAN REFUGEE COUNCIL

**TYPE:** □ Local  □ Regional  X Multinational

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM DESCRIPTION:** The Norwegian Refugee Council (NRC) is an independent, humanitarian, non-profit, non-governmental organisation which provides assistance, protection and durable solutions to refugees and internally displaced persons worldwide.

**FIRM WEBSITE:** https://www.nrc.no/

### Job Description

**BRIEF JOB DESCRIPTION:**

**Generic responsibilities**

1. Implement NRC’s logistics and IT systems and procedures at national level and oversee their implementation at field level, in compliance with NRC's Logistics Handbook and donor requirements
2. Maintenance of an accurate asset register, linked to a replacement policy and clear write-off protocols in line with donor guidelines
3. Develop and maintain a fleet management system, demonstrating value for money and ensuring the provision of safe transport for NRC staff
4. Personnel management of the logistics and IT team at country office
5. Training, development and internal “audits” of logistics and IT teams in all offices
6. Training of line managers with logistics responsibilities, particularly in procurement procedures, authorization level and tender requirements
7. Ensure anti-corruption, transparency and cost efficiency focus in procedures and trainings
8. Establish and maintain computer-based data management systems to facilitate filing and archiving in accordance with NRC standards in all offices
9. Initiate and maintain necessary licenses and contracts with relevant authorities and suppliers
10. Develop effective logistics and IT management tools and provide regular HR analysis and regular analysis and reporting to the management team

Specific responsibilities
1) Provide inputs into budgets and reporting to donors
2) Establish systems for random and regular check of inventory of warehouses, assets, vehicle fuel consumption and procurement cases
3) Conduct thorough market survey in each NRC project location and facilitate the development of framework agreements for commonly procured items
4) Ensure that health and safety, and access control, measures are implemented in NRC offices and that premises are maintained to a high standard on a timely basis.

Critical interfaces
• Develop vehicle movement protocols for different security levels in collaboration with the security team
• Build relations with NGOs, UN organisations and commercial companies on logistics/supply issues.
• Liaison with Programme Managers and Field Managers to ensure that procurement plans are in place and up to date.
• Close collaboration with HO Logistics Adviser to ensure effective roll out of new procedures and feedback on development of new policies and systems
• NRC Dubai in connection with emergency stocks and deployment mechanisms to develop clear SOPs on how to secure their arrival within 48 hours of an emergency

2. Competencies

1. Professional competencies

Generic professional competencies:
• Logistics Manager in a humanitarian/recovery context
Experience from working in complex and volatile contexts
Documented results related to the position’s responsibilities
Knowledge about own leadership skills/profile
Fluency in English, both written and verbal

2. Behavioral competencies
- Managing resources to optimize results
- Managing performance and development
- Initiating action and change
- Handling insecure environments

3. Performance Management
The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:
- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

JOB LOCATION(S):
City: Beirut  Country: Lebanon

DEGREE:
X Bachelor  Master is a plus  □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary  □ Teaching Diploma

MAJOR/ EMPHASIS: Business Administration and Public Administration

WORK EXPERIENCE: Minimum 3 years of experience from working as a senior

SKILLS:

Languages Skills:  XEnglish  XArabic  French  Other:

Computer Skills: Strong computer skills, especially in MS office
Other Skills: Context/ Specific skills, knowledge and experience:
- Knowledge of key donors, their policies and procedures
- Strong training and presentation skills
- Knowledge of the Lebanon context

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation  □ Health Insurance  □ Return Ticket  □ Bonus
□ Laptop  □ Mobile Phone  □ Children’s Education  □ Transportation
□ Lebanese NSSF  □ None
WORKING DAYS:

WORKING HOURS:

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 290514-8

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.