



CARE Deutschland e.V. is currently recruiting a

## **Logistics Officer**

**Duty Station:** L'viv (Ukraine), possibly Krakow or other locations

**Starting Date:** As soon as possible

**Duration of Contract:** 1 year

**Reporting Lines/Line Management:** Support Manager/ Senior Finance Officer

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### **Job Summary:**

The organization is looking for a Logistics Officer. The candidate will provide technical oversight and ensure proper logistics management practices and procedures are in place and maintained according to CARE standards and protocols. To include warehousing, transportation, and management of logistics resources in fleet, equipment and facilities, and distribution.

The position will require a strong humanitarian and logistics experience, safety, and security coordination skills. The right candidate will also have strong communication and coordination skills to work with stakeholders both within CARE and external partners and coordination mechanisms in the country.

### **Main Duties and Responsibilities**

- Procure all materials and equipment in a cost-effective and transparent manner, in line with CARE and donor specific procurement policies.
- Review procurement requests to ensure appropriateness of technical specifications and seek clarifications, if required.
- Ensure that all order requests, purchase orders, request for quotation and invitations to bid are tracked from point of planning and request through to final receipt.
- Vendor setup and management, procurement software data entry and management.
- Prepare/oversee the distribution of invitations to tender and manage/conduct all aspects of bid/proposal evaluations.
- Participate in the joint verification of procured goods and equipment and to ascertain the items conformity to technical specifications and quantities.
- Assist with the preparation of contracts and amendments of contracts when needed.
- Liaise with suppliers on delivery schedules and regularly review, update, and share the procurement trackers with the Program Managers and SMT.
- Provide procurement planning support to the programme staff as required.
- Conduct regular market surveys and search the market for new suppliers that may provide better service or value for money for CARE.
- Participate and facilitate the supplier pre-qualification process.
- Initiate strategic sourcing for frequently purchased items to ensure framework agreements with the suppliers and service providers are in place.
- Ensure procurement files are accurate and records are complying to CARE and donor procurement policies, filing system is properly established, all soft copies and hard copies of procurement files are accessible and manageable by auditors.
- Prepare and submit payments of suppliers to finance on a timely manner.
- Asset management and tracking duties as assigned by Country Representative.

- Other duties as assigned.

**Key Interactions:**

**Internal:** Country Representative, Senior Programme Manager, Finance & Admin Officer.

**External:** Logistics cluster/ INGOs Logs Managers and Procurement Officers, National/international suppliers and freight forwarders, National customs authorities and/or relevant ministries.

**Qualifications:**

**Required:**

- Bachelor's degree or equivalent, combined with demonstrated professional work experience and advanced understanding of relevant functions.
- Minimum 2 years of experience in logistics, procurement, transport, and distribution in INGO environment.
- Experience with standard procurement procedures and documentation in the humanitarian context and in conflict related areas with limited infrastructure.
- Understanding of the procurement rules and regulations of major international donors.
- Understanding of the local market, local legislation related to contracts, suppliers, contractors and customs clearance, business registration requirements and tax regulations, legal aspects of contracting and contract management.
- Capacity to develop procurement plans and budgets, negotiate contracts, take quick and relevant decisions.
- Excellent skills in MS Word, Excel, Outlook, Power point; familiarity with accounting software is an asset.
- Fluency in written and spoken English.
- Strong organizational skills.
- Excellent understanding of context and how that affects CARE programme delivery.

**Desired:**

- Relevant University degree in Logistics, Business Administration, Management, International Economics, Engineering, International Development, Contract/Commercial Law, or areas directly related to logistics operations.
- Experience in warehouse and stock management will be considered an asset.
- Experience in multi-donor funding environment will be useful.
- Knowledge of Ukrainian and/or Polish languages.

**Key Competencies:**

- Commitment to and understanding of CARE core values and principles.
- Interpersonal and networking skills.
- Effective management skills.
- Pro-active and helpful attitude, ready to take on variety of new tasks.
- Ability to multi-task and managing competing priorities.
- Communication skills.
- Organization skills.



### **About CARE:**

CARE International (CARE) is a non-religious, non-political international development and humanitarian organization, dedicated to fighting global poverty. CARE works in around 100 countries globally, engaging diverse partnerships to support communities to overcome poverty through development projects and delivers humanitarian assistance. CARE programmes address social injustice whilst placing women and girls at the core of programming in order to create sustainable positive change in poor communities. CARE is an equal opportunity employer irrespective of nationality, religion, ethnicity, caste, or gender.

### **Accountability within CARE:**

A commitment to CARE values and CARE's integrity framework is critical to working with CARE. Any candidate offered a job with CARE will be expected to adhere to the following key areas of accountability:

- Comply with CARE's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a CARE staff or partner.

### **Safeguarding:**

Children and vulnerable adults who come into contact with CARE as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury, and any other harm. One of the ways that CARE shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

### **Gender equality:**

CARE is committed to meeting the standards of the CARE International Gender Policy (2019). Through this policy, CARE seeks to promote the equal realization of dignity and human rights for girls, women, boys and men in all diversities, and the elimination of poverty and injustice. Specifically, this policy seeks to improve the explicit incorporation of gender in programmatic and organizational practices.

### **How to Apply:**

Please send your complete application package (CV, motivation letter,) only in English to Ms. Jo Fox at [application@care.de](mailto:application@care.de), no later than **August 10, 2022**. Applications will be reviewed on a rolling basis. Women candidates are strongly encouraged to apply. Please note that only shortlisted candidates will be contacted. References will only be contacted after the interview.