

IHR/TR/2022/001

Organization Name	International Humanitarian Relief (IHR)	Job Title	Logistic Officer
Location	Gaziantep – Turkey	Reports to	Supply Chain Manager
New / Replacement Position: ☐ New Position ☒ Replacement	Type of position: ☒ Full-time ☐ Part-time ☐ Contractor	Hour Per Week: Hours 40	

Background:

International Humanitarian Relief (IHR) is a non-governmental, non-profit, non-political organization was founded and registered in June 2011, in Vienna, Austria and registered in January 2016 in Istanbul, Turkey.

With fast escalation of the events in Syria, and due to the increasing needs of the refugees in the neighbouring countries, IHR established a regional office in Lebanon, Executive offices in Turkey and 4 Field offices in Northwest and Northeast Syria to closely map the needs, implement and fund-raise for the people in need, regardless of the nationality or the place of residence (between Lebanon, Syria, Austria and Turkey).

We are committed to providing emergency aid to the most deprived communities through substantial long-term solutions in addition to its work to improve the situation both, the refugees and host communities through focusing on projects development and improving the economic situation.

IHR Webpage: <https://www.ihrelief.org/en/>

Job Summary:

Under the direct supervision of the Supply Chain Manager the Logistic Officer provides efficient and effective logistics support to the projects and Offices in Turkey and Syria assigned to him/her, in particular:

Job Responsibilities:

- Implement IHR Logistics and Procurement Policies and procedures.

- Ensure compliance with IHR Handbooks and donor requirements in all procedures and processes.
- Provide anti-corruption, transparency, and cost efficiency focus in all processes (e.g. in procurement, vehicle management, asset management).
- Ensure safe and efficient transport of staff and materials/goods.
- Prepare, check and share plans, records and reports as required (e.g. warehouse and fleet reports).
- Implement a filing system/archives according to procedures.
- Supply items/materials according to the requests and following IHR procurement procedures
- Identify suppliers for all kinds of markets related to IHR activities and needs.
- Take part in the analysis of the local purchasing environment.
- Identify the necessary procurement documents for a given procedure.
- Collect/draft all necessary documents (Excel) and transfer them to the Supply Chain Manager for validation. Follow-up purchases from request to payment and delivery.
- Control quality and quantity of the purchased items according to the requester's specifications.
- Ensure that the format and information on quotes and invoices comply with regulations.
- Ensure compliance with administrative procedures for the management of advances and payment of suppliers. Update the mission catalog to facilitate the procurement process.

Asset Management & Inventory control:

Review and apply inventory & assets activities, including movements and deletions

- Maintain and update inventory & assets records
- implement efficient inventory & assets management procedures
- Report any stock issues to management and place product orders as necessary
- Prepare a list of depleted products and a survey of unusable products
- Monitoring vehicle Log Sheet.
- Reporting & Follow up
- Gather all procurement documents as a complete file and transfer them to the Supply Chain Manager
- Give daily reports to the Supply Chain Manager and the purchase requesters about procurement progress Update the purchase request Follow Up every week

In addition to the above, the Logistician may be asked to carry out other duties requested by the Supply Chain Manager.

Competencies Required

- Languages: Excellent communication skills in English and Arabic, Turkish (preferred)

- Computer skills (Microsoft Office –web management, Email and Internet,)

Personal skills

Highly organized. Good skills at prioritizing tasks. Excellent interpersonal skills and relationship building skills with the ability to interact well with people of all backgrounds. Enthusiastic, flexible about working long hours and keen to work hard to achieve the objectives of the program.

Experience Required

- Minimum 1 years' work experience in Logistics activity.

Education Requirements

High School degree with 3 years of relevant experience; or,
Bachelor's degree in Business Administration, Human Rights with 2 years of relevant professional experience.

The employee's personal information
Name:
Signature: