



International Federation of Red Cross and Red Crescent Societies
Fédération internationale des Sociétés de la Croix-Rouge et du Croissant-Rouge
Federación Internacional de Sociedades de la Cruz Roja y de la Media Luna Roja
الاتحاد الدولي لجمعيات الصليب الأحمر والهلال الأحمر

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with 190 member National Societies. As part of the International Red Cross and Red Crescent Movement, our work is guided by seven fundamental principles; humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Title: **Logistics Assistant**

Location: **Athens, Greece**

Type of Contract: **Fixed Term Contract**

Application Deadline: **8 July 2016**

Due to the nature of the operations, Applications will be processed as they come and the position maybe filled before the above deadline.

General:

The largest movement of displaced people through Europe's borders since World War Two occurred in 2015. During that year, 1.1 million crossed into Turkey, and one million migrants made a dangerous journey across the Mediterranean. Around 850 000 crossed via Turkey to Greece. This year, in 2016, several thousands of migrants arrived in Greece and have been unable to travel on through Europe because of closed borders with neighbouring countries.

ROLE PURPOSE:

The Role of the logistics assistant is to support the Emergency Response Supply Chain Coordination Group to plan and provide effective and efficient logistics services (fleet, procurement, transport, warehousing and reporting) in support of relief assistance activities for operation with the ultimate goal to ensure an efficient and economical logistics management, systems management, internal as well as external relations with various stakeholders to meet the needs and support the activities of the Emergency Appeal in Greece in an efficient and timely manner.

Job Responsibilities

- Support the Emergency Response Supply Chain Coordination Group to implement / deliver the logistics plan according to standard HRC / Federation practices and logistics procedures.
- Support the Emergency Response Supply Chain Coordination Group to plan delivery of goods and services on behalf of the operation following HRC / IFRC standard practices and keep documentation to full audit trail standards, and where required provide advice / negotiate contracts required by the operation for goods and services.

- Support Head of Emergency Response Supply Chain Coordination Group to manage stock levels of commodities and ensure information regarding recorder levels and safety stock is provided to the HRC Head of Operations.
- Support the Emergency Response Supply Chain Coordination Group to Plan, organize and support maintenance of distribution point storage, to HRC / Federation standards, providing timely stock reports to HRC Head of Operations and security to stores to keep losses to minimum.
- Support the Emergency Response Supply Chain Coordination Group to Plan and organize the operational transportation requirements, including implementation / maintenance of transportation management system for Emergency Response Supply Chain Coordination Group operated vehicles and assist HRC Head of Operations in planning best usage of vehicles.

Scope of the Role:

- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.
- Actively work towards the achievement of the goals of the organization.
- Abide by and work in accordance with the Red Cross/Red Crescent principles.
- Contribute to a positive team environment and service excellence to meet the needs of beneficiaries.
- This position will be hired by the IFRC and seconded to the Hellenic Red Cross.

Requirements for the Role:

- Relevant University Degree or Experience
- Minimum of three years' experience in similar position
- Good Computer Skills (word, excel, Outlook)
- Fluently spoken and written English and Greek is a prerequisite
- Experience within the Red Cross and Red Crescent Movement will be preferred

Application Forms

Interested candidates should send **English CV and Cover letter** to the following e-mail address: hr.greece@ifrc.org Please mention the Position Title in the subject of the e-mail.

Only candidates who have valid work permits will be shortlisted; if they fit the other criteria. ***All CVs will be treated with strict confidentiality***