

## Job Description

Position: Logistics and Operations Manager (LOM)  
Location: Amman, Jordan  
Reports to: REEWP Director (Primary) and other team members for specific-technical issues  
Duration: Immediate until October 2013

### **POSITION SUMMARY:**

The LOM is responsible for setting-up and maintaining all logistical matters related to the operations of the Regional Economic Empowerment of Women Project (REEWP) in the MENA region; this includes the management of the daily logistical support of the REEWP office in Amman as well as the support of the partner-organizations. The LOM is also responsible for the management, negotiation, delivery and monitoring of all facets of the procurement/requisition functions such as contracts, leases, purchase requests and travel requests. The LOM is a key member of the Senior Management Team and provides leadership and technical guidance to national and international staff as well as partners to ensure first-class logistics/procurements services.

### **SPECIFIC DUTIES & RESPONSIBILITIES:**

- Assessment of the logistical support needs of REEWP in collaboration with the project team, making recommendations and development of new systems and solutions, as appropriate.
- Management of project's operational/administrative aspects in coordination with the Project Director and according to Oxfam-Québec and donor(s) standards and requirements.
- Providing input for project team members to assist them in preparing appropriate budgets and procurement plans, liaising as needed with team members for monitoring purposes.
- Monitoring and negotiation of all aspects of procurement requisitions (i.e. contracts, vehicles' rental, accommodation, offices' insurance and so on) in collaboration with the Finance and Administration Manager (FAM). Management of supply and logistics support for local and international project operations.
- Management, guidance and maintenance support of logistics for fixed assets; including the arrangement of insurance wherever required and regular update of inventory according to Oxfam-Québec and donor(s) standards and requirements.
- Management of travel/transportation assistance as needed for missions involving team members, partners, invited guests, HQ staff and donor(s)' staff. Providing support in obtaining visa for guests and participants from the region and ensuring transportation services are provided for office staff and participants in meeting interventions, workshops and conferences.
- Management of follow-up duties with local government departments on paperwork and communication taking place between REEWP and the government officials, as needed.
- IT support/liaison with ICT service providers (i.e. Webmaster, databases, IT maintenance support, videoconference) for overall maintenance and other troubleshooting-related issues.
- Management of the REEWP vehicle maintenance and the relevant paperwork.

- Keeping REEWP Director apprised of the internal security situation of the project countries as it relates to project activities and staff movements. Updating the REEWP EPP as needed.
- Participation in logistical and safety meetings in coordination with the REEWP Director.
- Other duties as may be required and as they relate to the basic function of this position.

#### EXPERIENCE AND EDUCATION:

- 5 years extensive experience in logistics and procurement management, preferably with international organizations.
- B.A degree at a minimum

#### COMPETENCIES AND OTHER REQUIREMENTS:

- Proven skills and knowledge of logistics systems
- Excellent coaching and capacity-building skills.
- Excellent interpersonal skills.
- Ability to remain calm under pressure.
- Ability to multi-task.
- Ability to work independently and still manage to be a good team player.
- Strong communication skills.
- Strong organizational skills.
- Strong knowledge of IT.
- Knowledge of car maintenance is an asset.
- At least 3-years experience driving; valid driver's license and having driver's license of category 4 (Jordanian Public driving license).
- Possession of a certificate of good conduct.
- Strong knowledge of governmental procedures and guidelines.
- Strong knowledge of the regional issues and the region.
- Good working knowledge in Arabic, English; French is an asset.

#### **How to Apply**

To apply for this mandate, interested candidates should send their resume, a letter of motivation and 2 references, to [info@oxfamquebec-reewp.org](mailto:info@oxfamquebec-reewp.org). Please reference **Logistics and Operations Manager Vacancy**.

Closing date: **31 October 2012**.

Please note that we will be reviewing applications as they are sent in and may make contact with applicants before the application deadline.

REEWP/Oxfam-Québec sincerely thanks all applicants for their expressed interest in this opportunity; however, only those selected for an interview will be contacted.