

Job description

HUB AND LOGISTICS OFFICER FOR GENEVA

(Reference:20/HQ/HLO01)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a Hub and Logistics Officer to support our team in Geneva.

Title: Hub Logistics Officer

Start date: 1st September

Duration: open-ended

Location: Geneva - International Environment House II

POSITION PROFILE

The HUB Logistics Officer will work under the supervision of the Head of Grants Management and procurement. The Officer's tasks will include procurement, supplier, office and asset management as well as support to IT management.

FUNCTIONS

With support from a IT supply chain intern (IT procurement and management), and under management from Head of Grants Management and procurement, the main responsibilities of the Officer will be the following:

- **Procurement and asset management**
 - Support the revision of IMPACT Logistics manual, procedures and processes and roll out;
 - Organise and follow-up procurement procedures and processes: order forms, quotation requests, purchase orders, invoices follow-up, etc. Ensure use and archiving of proper documentation for each purchase;

- Follow-up tenders and contracts with suppliers / service providers;
- Manage and review all supplier invoices (including from travel agent and IT supplier) and follow up on payments with the finance team;
- Organise and ensure registering of assets and asset management, including donor reporting;
- Organise and ensure license and software procurement and follow up;
- Follow-up, strengthen, update, and ensure proper application of the procurement procedures.

○ **Geneva office management**

In parallel with the Assistant to the Executive Director, lead on:

- The supervision of day-to-day communications with service providers (building management, insurance, telephone, office supplies, and internet providers, etc.);
- The welcoming of visitors, answer phone queries;
- The coordination of logistics support for organising events, trainings or meetings;
- (if relevant) In relation to COVID-19 restrictions, the coordination of office adaptations (procurement of specific supplies, office rota, and communication sign posts).

REQUIREMENTS

- Excellent academic qualifications, including a bachelor's degree in relevant discipline;
- At least 1.5 years of relevant working experience in humanitarian settings;
- Understanding of logistics and procurement processes;
- Excellent English-language communication;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Ability to work independently and autonomously, while being a supportive team member;
- Fluency in English, both written and oral, is required, with, ideally but not required, capacity to work in French.