

Job description

LOGISTICS OFFICER

Ref.: 22|HQ|L001

BACKGROUND ON IMPACT

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 Logistics Officer for Recruitment to support IMPACT Initiatives team in Geneva.

Department:	Logistics
Position:	Logistics Officer
Contract duration:	Open-ended contract
Location:	Geneva - International Environment House
Starting Date:	May 2022

POSITION OVERVIEW

The Logistics Officer will work under the supervision of the Head of Grants Management and Logistics and together with the existing logistics officer, as well as a part time IT officer.

Depending on the focus area of the successful candidate, they will be responsible of tasks in one of the two following areas: 1. Procurement, and 2. Asset/IT support/Office Management, with the other area remaining with the existing Logistics Officer. The successful candidate will be qualified to cover for both areas as needed.

FUNCTIONS

Working in a team composed of another logistics officer and a part-time IT officer, and under management from Head of Grants Management and Logistics, the main responsibilities of the Officer will be the in one of the two following areas:

1. Procurement

1.1. Processes

- Ensure all procurements are implemented in alignment with IMPACT's procedures and processes (Code of Conduct and related policies, as well as relevant manuals)
- Maintain knowledge, understanding and follow-up of relevant donor requirements and policies in relation to procurement

- Review and validation of Project specific procurement plans (PP) for newly signed / amended country specific projects and lead on the development procurement plans for global/Geneva based projects, in liaison with relevant focal points.
- Maintain and use the procurement follow up table
- Maintain and use the IMPACT suppliers database
- Maintain and use the Contract Follow up table
- Contribute and support regular updates and upgrades of procurement processes, specifically in relation to the use of the IMPACT Supplier's database, consultancies (establishment of a consultancy fee grid for instance).
- Liaise with relevant teams to address any procurement related request, specifically from finance team, as well as audit and transparency team in relation to audit requests
- Support and follow up on contractual relationship with IMPACT's partner UNOSAT, as well as other implementing partners when contracted through a procurement process.

1.2. Procurement - Purchases

- Responsible for all related procurement for IMPACT, in full compliance with IMPACT's logistics manual including procurement processes. This includes specifically procurement of laptops for newly recruits/internal mobility in a timely manner.
- Based on Project specific procurement plans, anticipate upcoming needs and procurements.
- Review and analyse potential suppliers' questionnaires, before integration into the IMPACT Supplier's database, including screening.
- Responsible for consolidating all procurement folders from the stage of order forms, quotation requests, purchase orders, invoices follow-up, etc, as well as formal contracts and tender procedures where applicable
- Ensure use and archiving of proper documentation for each purchase, as per internal and external requirements and support any related audit request
- Manage, review and validate all supplier invoices (excluding travel agent and Geneva office / IT supplier) and follow up on payments with relevant internal counterparts.

2. Asset management/IT Support/Office Management

2.1. Asset management

- Maintain and update in a timely manner IMPACT's consolidated global asset follow up list, in close connections with country focal points.
- Ensure all IMPACT assets are properly labelled and registered onto the global asset FU list and reported into the country specific lists and ensure the list is up to date by keeping track of asset movements and condition.
- Organise and ensure asset management of all IMPACT assets with country and global teams,
- Maintain knowledge, understanding and follow-up of relevant donor requirements and policies in relation to asset management (as well as other elements e.g. stock where relevant).
- Support the preparation of any logistics/assets related declarations and/or reports as per donor requirements
- Maintain a regular update on Geneva office assets, furniture and equipment.

2.2. IT management (with part-time IT officer)

In close alignment with staff mobility and deployment:

- Ensure IT devices are set up in a timely manner and in line with IMPACT IT/IS SoPs including with relevant required software.
- Support the proper application of IMPACT IT/Data protection SoPs and support to the development of IT procedures and processes.
- Support the roll out and use of the global and country servers, together with the IMPACT IT focal point.
- Maintain the license follow up database and reassign in liaison with IT focal point and finance team.

- Support the definition of a software utilisation policy

2.3. Geneva office management

- Lead day-to-day communications with service providers (building management, insurance, telephone, office supplies, and internet providers, etc.). This also involves the systematic review of related invoices (mobile phone company invoice, printer invoice) and reassess ongoing supplier contracts on a regular basis.
- Welcome visitors, answer phone queries.
- Coordinate logistics support for organising events, trainings or meetings.
- Ensure the shipment of relevant items to country missions or staff.
- If relevant, support the implementation of COVID-19 related restrictions, and ensure office adaptations (procurement of specific supplies, office rota, and communication sign posts) and proactively lead the related office arrangements.

REQUIREMENTS

- Studies in Logistics / Procurement / Administration or equivalent (Bachelor/Master)
- At least 2 years work experience in similar work environment or field of activity
- Fluent in English and good level of French;
- Capacity to work independently, meet tight deadlines and under pressure;
- Good capacity to learn and apply procedures;
- Organized person, with attention to detail and rigor;
- Interest and experience in the humanitarian field a plus
- Knowledge of institutional donors guidelines and requirements a plus;
- Proficiency in MS Word, Outlook, Teams and Excel