



General information

Job title: Logistics and Procurement Officer

Country: Palestine

Base: Gaza strip (probably Deir al-Balah)

Duration: Five months, potential to renew

Start Date: ASAP

Closing Date: 26 January 2025

Reporting to: Line management – Operations and Finance Manager

Job requirements

Essential:

- Minimum of two years' work experience in logistics or admin preferably in an NGO setting.
- Good level of English, both spoken and written, and fluency in Arabic.
- Good understanding of logistics and procurement and admin work in general.
- Good knowledge of MS Office Programmes.
- Good communication and networking skills.
- Strong sense of transparency, fairness, and accountability.

Desirable:

- Degree in logistics and business administration or similar.
- Familiarity and/or prior experience with the Humanitarian/NGO sector.
- In possession of a driving license.
- A proactive person who seeks to develop professionally.
- Training courses in logistics and admin or similar.

The MENTOR Initiative is an equal opportunity employer and values diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation, so we strongly encourage women to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send your CV, along with three references, and a cover letter detailing how you meet the qualifications.

Submit your documents via email to recruitment.tur@mentor-initiative.net with the subject line: **Logistics / Procurement Officer**. We recommend submitting your application as soon as possible, as we will review them on a rolling basis.

TERMS OF REFERENCE

Logistics and Procurement Officer

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings across countries in Africa, the Middle East and South America. MENTOR is the leading organisation dedicated to the control of malaria and other vector borne diseases in complex, challenging settings.

MENTOR delivers large scale disease control interventions working with remote and underserved communities affected by emergencies such as conflict and natural disasters. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

MENTOR is looking for a highly motivated, enthusiastic and skilled person who will manage the logistics and procurement tasks day-to-day and carry out all the data entry tasks of the logistics department. The individual will also be responsible for managing the vehicle fleet, assets, and facilities.

Responsibilities

Procurement:

- Be responsible for procurement of goods and services in a timely manner and in line with MENTOR and donor rules and regulations as well as under close observation of MENTOR code of conduct. Ensure that all procurements are conducted with the best cost-performance ratio available locally and/or nation-wide including, but not limited to, providing samples of requested goods or taking the requestor to the respective vendor to check on quality of available goods whenever deemed necessary.
- In close liaison with the Operations and Finance Manager, ensure a proper tracking of all procurement processes, through Procurement Tracking Sheet, according to MENTOR rules and regulations.
- Ensure a full documentation of all active and completed procurement files in a well-organised filing system according to donor and MENTOR rules and regulations.
- Draft and maintain an up-to-date vendor list and conduct regular market research in Palestine and beyond if necessary.

Transportation:

- Be overall responsible on an effective and timely fleet management, including supervision and training of driver(s) and a fleet in an excellent working condition.
- Draft weekly movement plans/monthly driver schedules/weekly and monthly reports as well as incorporate short notice changes as necessary.

Warehousing:

- Ensure correct and safe storage of all items in the warehouse and on its premises according to MENTOR regulations, including but not limited to separation of consumables vs. donations vs. assets vs. contingency stocks.
- Ensure correct tracking and documentation of items in the warehouse and the in-/outflow of items from/ to the warehouse according to MENTOR procedures and regulation.
- Ensure the loading and unloading of trucks are organised in a safe and timely manner and ensure that all items in a truck are stored and fastened in such a manner as to avoid damage of goods.

Cross border shipments:

Under the close supervision of the Operations and Finance Manager:

- Execute the pre-clearance processes including preparing and compiling the required documents and requirements, making the application and following up the process from the application to completion including but not limited to liaising with UN agencies and other third parties facilitating cross border humanitarian aid shipments.
- Coordinate with third parties for the customs clearance of the goods at entry points and cross border shipments.

Facility management:

- Be responsible, under the supervision of the Operations and Finance Manager, of managing a proper set up, maintenance, repair, and running of all MENTOR facilities in Palestine according to MENTOR procedures and regulations.
- Follow up the consumption of office material, fuel and lubricants used in various facilities (office, guesthouse, store, etc).
- Follow up the rental payment for all MENTOR facilities and ensure that they are all paid in a timely and planned manner including but not limited to having a close follow-up on lease agreements' renewal, termination, etc.

Asset/IT Management:

- Be overall responsible for maintaining the asset list and ensure all assets are recorded in the asset list in an appropriate manner, including but not limited to physical monthly inventory, tagging and tracking of assets, filing and archiving the documentation.
- Ensure a proper re-allocation of the equipment and be responsible to send various IT equipment to service for maintenance and repairs.

Representation:

- At the Operations and Finance Manager's discretion, represent MENTOR and its interests to other stakeholders in the field or on a governmental level.
- Attend the cluster meetings and represent MENTOR with active participation in discussions.

Reporting:

- Draft weekly/monthly logistics reports for the Operations and Finance Manager containing current developments, achievements, and working plans for the following week.

Security:

- Ensure the application of, and in compliance with, security protocols and policies.

Other:

- These duties are not exhaustive and subject to additions and changes at any time. Given the nature of this position and the working conditions in locations of activities, additional tasks may be assigned by the supervisor at any time based on the needs of the mission.