



Terms of Reference

Position:	Logistics/Security Officer
Location:	Tehran, Iran (with Travel to field where RI operates when required by supervisor)
Duration:	1 year with possible extension
Reports to:	SCO Manager
About RI:	Relief International (RI) is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach - which we call the RI Way - emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

RI in Iran:	Relief International has been active in Iran since 1989. The Iran programme focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is also a major actor in disaster response in Iran and is currently implementing a large scale COVID-19 response. RI supports capacity building of national Civil Society Organizations (CSOs) as well as coordination and advocacy with other INGO, UN agencies and Governmental partners to improve the overall humanitarian and development response
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Position Summary:	Under the supervision of the SCO Manager is responsible for all functions related to the acquisition of warehouse management, supplies services, logistics and security.
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Essential Job Functions

Position Responsibilities and Duties:

Supply Services and Logistics

- Work directly under the supervision of SCO Manager and facilitate the implementation of operational duties.
- Provide all necessary logistical support to office teams.
- Assist in any other logistical staff and other program support staff on various tasks as requested by SCO Manager, including but not limited to document preparation and processing.
- Assist in making purchases in the best interests of RI, the beneficiaries, and the donors
- contribute to the process of procurement and financial documents under administration of operation manager
- Keep track of all procurements in the office

- Coordination and follow-up with relevant government departments, which are related to procurement unit.
- Develop and maintain robust systems for the management and payment of service providers for the movement of staff and supplies between locations in Iran, complete with the appropriate documentation (incl. day-hire vehicles for programme visits, flight bookings, airport pick-up/ drop-off, couriers, etc.
- Ensure all vehicles used by RI (owned, rented, hired) are well maintained, safe and roadworthy and that drivers are reliable and competent;
- Develop and maintain system to record efficient servicing and maintenance of all vehicles according to RI fleet Management guidelines;
- Ensure that an organized filing system is in place, which should include vehicle logbooks, records of work done, vehicle and service provider performance, insurances and etc.

Warehouse management:

- Ensure stocks and assets are fully accounted for and maintained in a secure place that prevents both theft and spoilage.
- As the focal person for Warehouse related works (security of the warehouse, cleaning, rent, organizing and etc) communicate with other field offices and make sure that the relevant responsibilities are being met in the field.
- Ensure effective systems are put in place to track Inventory from the point of receiving, storage, dispatch and at partner or distribution level.
- Ensure warehouse is well organized and inventory are set in order.
- Organizing deliveries to and dispatches from RI warehouses/stores and ensuring all the necessary documentation is completed and correctly filed for Audit;
- Liaise with suppliers and transport companies to ensure goods are delivered in full, on time, to the correct location and are safely stored with the correct documentation;
- Prepare GRNs, WBs and participate in the joint verification of procured goods and equipment with Requester and ascertain that the item conform to specifications / Quality and Quantity as stated in the Purchase Order;
- Maintain & proper filing of GRNs, WBs, Release Forms, Donation Certificates, & Distribution lists.
- Support the implementation of robust warehousing systems/storage keeping and ensure all stock is correctly checked. Recorded, stored and issued as per RI regulations.
- Maintain accurate and regular reports of warehouse stock balance and stock left over (by each project closure).

a) Asset and Inventory Management

- Ensure effective systems are put in place to track Inventory from the point of receiving, storage, dispatch and at partner or distribution level;
- Maintenance of inventory system;
- Maintain up to date list of all assets in the office and follow asset management procedures;
- Maintain up to date list of major vendors, suppliers, and service providers for all operational locations;
- Development of the disposal/ replacement Plan;
- Maintaining and updating records of all inventory lists (database) and correct tagging and tracking all Assets (Asset Register Log Sheet), Inventories & Consumables;
- Responsible for physical inspection and location verification of the respective RI field assets/ inventories to be completed on a regular basis;
- Prepare all damage/loss reports for assets/ inventories and insure items issued to staff are returned at the end of their contract;
- Responsible for assets disposal reporting (as needed) and following timely disposal procedures;
- Responsible for maintaining updated Staff Assignment Forms, GRNs, WBs, Release and Disposal Forms;
- Ensure stocks and assets are fully accounted for and maintained in a secure place that prevents both theft and spoilage.

- Arrange to set up hardware and a software if needed in coordination with the Country Office ICT;
- Arrange to update computer viruses, Email security and internet programs in coordination with the Country Office ITC
- To make sure that Office's computer system connectivity and network are working properly.

b) Premises Maintenance

- Supervises maintenance, proposes improvements and negotiates contracts related to maintenance including equipment, and building;
- Maintains regular contacts with several real estate agencies and keeps updated on real estate market;
- Facilitate the process of renting, housing, and moving of RI staff, including maintain good working relationships with landlords and contractors;
- Manages and compiles all departmental records, office lease agreements, and all issues related to office building;
- Ensures that the office building is equipped according to standard list and maintained according to hygiene standards and the first aid kits are maintained properly;
- Ensures that all associated utility bills are accurate and paid on time;
- Daily supervision of Ops Assistant, Office Cleaner, and Driver;
- Petty Cash Custodian if required.

Security:

- Assessment of local security situation including modalities of reporting security information and liaise with local authorities;
- Supervision of local guard force deployed at the offices and also do capacity building of local guard force on Bi-Weekly bases. Work with RSM to build local syllabi for guard force capacity building;
- Shall undertake tasks aimed to maximize the security of RI premises in Tehran, and all field offices.
- To keep SCO Manager, CD and Head of Office updated about any arising situation which has bearing on staff security and Safety, RI assets and to seek support and guidance for appropriate timely measures. In addition, keep Country Director updated through SSCO Manager on the overall prevailing security situation on regular basis;
- Assists in conducting Fire evacuation, Hibernation drills in the office. Work closely with RSM to ensure relocation and evacuation measures/system is put in place and that staff are familiar with procedures;
- Prepare security reports and send as required by SCO Manager and CD.

Other works:

- Prepare reports, documentations as required by his/her duties.
- Maintain up to date list of major vendors, suppliers, and service providers for all operational locations.
- Stay the focal person for the care and maintaining of office premises and office services including warming/cooling system, water piping, electricity and lights that to be functional and operational.

Any other duties as assigned by the supervisor

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

Equity and Diversity commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.

Knowledge and Experience:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast-paced environment.

- At least 5 years work experience with the role of logistics, procurement, supply in Iran or overseas
- Previous experience of working in a team
- Demonstrable ability to learn quickly, and lead a program to achieve stated results and objectives;
- Ability to effectively represent Relief International and its interests to key stakeholders;
- Willingness and ability to travel throughout the Islamic Republic of Iran
- Previous experience of working in a humanitarian organization desirable
- Microsoft Word, Excel, Outlook skills essential; Access desirable.
- Experience on data management and designing online information management platforms
- Effective technical/instruction skills
- Strong leadership and communication (i.e. interpersonal, verbal, written) skills
- Computer skills with solid knowledge of MS Office
- Experience conducting assessments
- Ability to travel up to 50% if required
- Fluency in both Farsi and English

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

Inclusiveness

Transparency and accountability

Agility and innovation

Collaboration

Sustainability

How to apply:

If you are interested in this job, please email your **RI application form**, cover letter and CV in English to **tehran@ri.org** and mention the <Job Title_FULL NAME> in the subject line. **Applications close on 18 August 2022.**

Due to limited resources, only short-listed candidates will be contacted.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment. All staff are expected to abide by our Code of Conduct.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.