

Job Description – Team Leader

A job description is a written statement that describes the employee's role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment, grading and performance management processes by stating the necessary competencies. It is mandatory for all positions.

Position:	Logistic Team Leader
Grade:	6
Reports to:	<i>Area Manager South</i>
Supervision of:	<i>Logistics Officer and Log Assistant</i>
Duty station:	<i>Kerman</i>
Travel:	<i>up to 30%</i>
Project number:	<i>IRFP0000</i>
Duration and type of contract:	3-month probation with possibility of extension. Fixed Term ----
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All NRC employees are expected to work in accordance with the organization's values. To be dedicated, innovative, inclusive and accountable are attitudes and beliefs that shall guide our actions and relationships.

Background

NRC as an international NGO is active in humanitarian sector in Iran and Logistics is mainly in charge of: purchasing and procurement, supply chain management, asset/inventory management, car fleet management, warehouse management. While dealing with these activities, Logistics Team Leader is also involved in people management of logisticians' team.

1. Role and responsibilities

The purpose of a Logistic Team Leader is to implement delegated area of logistic responsibility and deliver a variety of procurement and other logistics related activities, including management of warehouse, fleet, distribution and asset.

Generic responsibilities

These responsibilities shall be the same for all positions with the same title. Details belong in the Work and Development plan.

1. Compliance with adherence to NRC policies, handbooks, donor guidelines/auditor requirements, SOP's and Implement anti-corruption policy;
2. Implement NRC's logistic systems and procedures
3. Coordinate timely operational planning and management of logistic activities

4. Ensure that local SOP's regulate procedures, and perform periodic checks
5. Coordinate market assessment within the scope and request of programme/project developers
6. Prepare and submit reports and analysis
7. Ensure proper filing of all support documents
8. Support line managers in procedures and require support team trainings related to logistic.
9. Line management of the logistic team including recruitment and performance management
10. Provide anti-corruption, transparency and cost efficiency focus in all processes (e.g. in procurement, vehicle management, asset management)

Specific responsibilities

This section shall be revised whenever the context changes significantly. Examples of responsibility to add is described in the overview of NRC Logistic support roles.

1. Lead and monitor ongoing and foreseen procurement to be in line with NRC's SOP and Logistics Handbook.
2. Review Contract, Purchase Order, Payments and relevant verification to ensure it is compliant in terms of supporting documents.
3. Ensure the NRC asset list is up to date and accurate at both area and field level.
4. Oversee all logistical procedures are followed by the projects.
5. Check all logistic folders and documents before signature to ensure they are in line with NRC regulation and with donor's regulation.
6. Ensure that transparency and accountability are always met within our procurement procedures and within logistic procedures.
7. Setup Framework Agreement (FWA) in area level as required and feasible
8. Ensure maintenance, refurbishment and property repairs for premises rented by NRC.
9. Respond fully to spot checks on transactions and have a particular responsibility towards maintaining transparency and accountability within logistics and procurement.
10. Ensure quality and cost efficiency for procurements at area level.
11. Prepare and submit logistic related reports in line with donor's requirement in timely manner. Assist Logistic Coordinator (CO) in preparing reports for donors and audit purpose when required.
12. Regular field visits for logistics compliance spot check and to provide necessary trainings.
13. Ensure proper filing of all logistics documents on NRC's cloud-based filing tree storage system O365
14. Support NRC partner organisation in terms of their capacity development and oversee their procurement process
15. Report all potential fraud cases to the Line Manager
16. Accountable for the successful capacity building of Log team in Area Office, this includes but not limited to; performance management and planning
17. Regular dissemination of relevant logistics information to guide decision making by other stakeholders, through reports, circulars, meetings etc

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or

persons. Relevant interfaces for this position:

- *Other program units,*
- *Other logistics team in the country,*
- *LNGO's*
- *Suppliers, contractors, service providers and other relevant actors in Iran*

Scale and scope of position

Staff: *1 logistics officer, 1 or 2 log assistants*

Stakeholders: *UN agencies, local NGO's, governmental bodies, contractors, suppliers, service providers. Multi CC PM, CC Coordinators*

Budgets: *N/A*

Information: *UNIT4 Agresso, NRC Intranet, O365, Filing Tree,*

Legal or compliance: *Term of Employment, National civil codes and standards, International Humanitarian Standards, NRC Anti-corruption policy and Code of Conduct, NRC Logistics handbook, Finance and programmer donor requirements. Logistics SOP's*

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

1. Professional competencies

These are skills, knowledge, qualifications and experience that are important for effective performance.

Generic professional competencies:

Generic professional competencies are competencies required by any individual in this or a similar role, in any location in NRC.

- Experience from working as a Logistic Coordinator (or senior officer) preferably in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal, as well as Persian (Farsi)

Context related skills, knowledge and experience:

Context-related competencies are the knowledge, skills and experience required because of the context, location and/or current priorities in the role

- People and team management capability

- Conflict management skills
- Knowledge of Iran market in different sectors in an asset
- University degree, preferably in supply chain management, business administration, marketing or similar
- Work experience in supply chain management, e.g. procurement, price negotiation, contract management, as well as asset management, car fleet and warehouse
- Experience and ability to train others, facilitate workshops and transfer knowledge
- ICT knowledge: Microsoft Office, Excel, PowerPoint; any ERP system
- Strong ability to write reports and official correspondence

2. Behavioural competencies

Refer to the NRC Competency Framework these Competencies are most important for this job. These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are essential for this position:

- Managing resources to optimize results
- Managing performance and development
- Analysing
- Handling insecure environments
- Empowering and building trust
- Communicating with impact and respect

3. Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management Framework. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan

The NRC Competency Framework