

Job Title:	Logistics Coordinator
Reports to:	Operations Director
Terms:	<i>Permanent/Fixed Term</i>
Salary:	As per Salary Scale
Requirements:	<i>Role will be required to attend workshops or trainings and mandated to travel to the provinces for regular support</i>

About Concern: Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world's poorest countries.

Concern's vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear and oppression.

Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest Behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission.

Role Purpose: The Logistics Coordinator will have the responsibility to manage the logistics department in Syira as well as ensuring the provision nationally of timely and effective logistics support to all programme activities. He/She will ensure that the organisation's policies and guidelines as well as donor regulations are adhered to at all times. He/she will be required to develop the skills and aptitudes of the staff under his/ her supervision and demonstrate excellent skills of day-to-day management, coaching and team building.

Responsibilities:

To ensure efficient management of logistical support to programmes by;

- Oversee the procurement process, ensuring at all times Concern policies and Donor regulations are adhered to. This involves supporting the procurement team to ensure all paperwork for supplies, goods and services are accurately and timely completed.
- Ensure the procurement procedures and processes are adhered to by staff and service providers. This involves closely monitoring the process from the original SR through to the payment of the invoice from the supplier and providing training and other support to staff (both support and programme staff members) where necessary.
- Monitor purchase of supplies and materials as required by authorised members of staff, ensuring that the best price, quality and conditions for Concern are negotiated as far as is possible in all procurement.
- Monitor arrangements for transporting materials and supplies to their final destination.
- Taking the initiative in collecting feedback from programme staff and service providers/suppliers to continuously improve the quality of logistics services and the image of Concern to suppliers. Hold a database of all suppliers and contractors.
- Oversee and support the development and implementation of annual Procurement plans

- Establish, develop and manage relationships with suppliers and relevant stakeholders where applicable.
- Develop and maintain an updated list of suppliers and a database of goods of local prices
- Manage the importation process of goods shipped by Concern headquarters (Dublin)
- Establish controls in conjunction with the OD and CFC in the areas of logistics, procurement, transport, warehouse functions to ensure accountability to donors and other relevant stakeholders. Ensure these controls are implemented in all areas and are functioning appropriately.
- Periodically review logistical capacity to ensure that Concern Worldwide maintains capacity to respond to emergencies as effectively and as timely as possible.

To ensure that an effective and efficient transport management system is in place by;

- Ensure a country specific transport manual is up to date and relevant, following Concern's transport & fleet management policy.
- Oversee implementation of and adherence to transport & fleet management policy and manual. Ensure that all Concern transport procedures are in place including pre departure checklists, completion of vehicle log sheets, weekly transport plans, monthly reports, following of security transport SOPs etc
- Strengthen the planning process for both vehicle utilization and maintenance. Oversee the preparation of the weekly transport plans ensuring the effective usage of all transport resources. Surveying the transport needs of programmes and developing a plan to meet both current and anticipated future needs.
- Ensure that all transport reports produced are accurate, reconciled and meet the deadlines set. This includes monthly log sheet summary detailing; fuel consumption, kilometres travelled and project allocations with calculations of key performance indicators.
- Utilize the above reports as management tools to have an effective system in place to meet the transport needs of programmes in the most cost-effective manner possible. This will involve analyzing the information generated and providing recommendations to senior management on improvements.
- Ensure that maintenance, fuel consumption and working hours of all generators at offices and residences are respected and monthly reports with cost analysis are completed.
- Ensure all security guidelines in relation to transport are adhered to. This involves reminding staff of these policies and popularising the policies to improve adherence. Examples of these policies include: wearing seat belts at all times, filling log sheets etc

To ensure that effective Warehouse and Asset management systems are in place by;

- Oversee the implementation of the warehouse systems in line with Concern policies and good practices. Ensuring all movement of stock are recorded, correct paperwork is being used, stock is stored in suitable conditions and is secure.
- Ensure all stock levels are recorded and stock cards maintained through regular stock checks. Ensure that the correct paperwork is being used to update entries for the receipt, withdrawal and movement of stock.
- Oversee the physical stock verification exercise at a minimum on an annual basis and conduct spot checks on stock levels.
- Ensure the preparation of monthly stock reports and review these reports to ensure these are accurate and reconciled. Ensure these reports are shared with programme and department managers highlighting stock which has been in the stores for long periods of time.
- Ensure the fixed asset register is being maintained and updated when new items are purchased and old items are being disposed. All assets and inventory items should be properly tagged with the required numbering system.

- Oversee the physical fixed asset verification exercise at a minimum on an annual basis and conduct spot checks on assets.

To manage staff and provide staff development by:

- Ensure staff PDRs for direct reports are conducted and reviewed. Monitoring and reviewing progress and in particular ensuring that staff are working effectively to meet programme needs. This is by gathering feedback from staff and by frequent one on one with staff that you line manage
- Ensure all staff are clear of what is expected from them by having up to date job descriptions, sharing all related Concern and donor policies and procedures and conducting regular meetings.
- Provide regular support and technical inputs to systems staff to enable them to give their best by encouraging and praising good performance, coaching, assisting them to prevent or resolve problems, taking firm actions in the face of poor performances etc
- Ensure that staff are adequately trained and developed for their roles e.g. by analysing staff training needs, organising the delivery of training such that those that can be provided internally are provided, coordinating the sharing of experiences during meetings and organising specific sessions for this.

Other Technical duties

- Develop and maintain good working relationship with all departments and programmes through open communication and dialogue.
- Develop a transport budget for Syria, review it as required and ensure that expenditure is carried out in line with budget. review monthly management account (budget vs actuals) and feedback the finance department on any miscoding
- Liaise with other humanitarian agencies and other relevant stakeholders to ensure effective coordination and implementation of systems support to the programme
- Attend systems management meetings, represent the logistics support function and contribute to the overall management and direction of the Concern programme in country
- Promote and ensure compliance with the requirements of Concern's Programme Participant Protection Policy and Implementation of Humanitarian Accountability Partnership (HAP) standards – including community based complaint and response mechanisms in order to ensure maximum protection to programme beneficiaries
- Support the OD to ensure effective security management which may include attending security coordination meetings and contributing to the establishment of clear procedures for the security of Concern personnel, assets, equipment and premises
- Provide any additional support to the programme that is identified by the OD/PD including the support to new programme areas within Syria and any other related duties that may be assigned by the OD/PD
- Keep up to date on security related issues in Syria and inform OD/CD

Accountability

The Logistics Coordinator is accountable to the Operations Director for performance, implementation of Concern and donor policies, review and feedback on reports to direct reports, provision of technical support to both systems and programme staff on logistics procedures and ensuring value for money from goods and service providers are the main means of assessing performance.

Other Duties

- Actively participate in collective exercises such as preparation or updates of Preparing for proposal development; Concern strategic plan and other Concern initiatives.

- Promote and protect the reputation of Concern in external settings, ensuring the organization's experience and expertise is well communicated and consistently presented, and that we are seen as a professional organization.
- Ensure the efficient and transparent use of all Concern's resources in order to maximize the benefit to the targeted communities.
- Promote accountability and ensure compliance with Concern's Code of Conduct and Associated Policies (Programme Participants Protection Policy, Child Safeguarding Policy, and Anti-trafficking Policy), Anti-Fraud Policy and Core Humanitarian Standards (CHS), including the complaint and response mechanism (CRM), to ensure maximum protection of programme participants and the efficient and transparent use of Concern's resources.
- Promote Equality, especially gender, within the organization and across programmes, in line with Concern's Equality Policy and, and ensures targeting and project implementation is informed by How Concern Understands Extreme Poverty (HCUEP).
- Undertake other related duties as may reasonably be assigned by the Country Management Team or by Line Manager.
- Ensure adherence to Concern policies and procedures.

Partnership and Localisation

- Ensure induction with all new joiners is done on partnership with a clear focus on monitoring partner procurement policies and procedures
- Participate in the CILPAT exercise with a focus on Operations and organisational sections.
- Rollout training packages developed by OD and other existing materials.
- On the job support/ mentoring partners on use of templates provided and adhering to policies and procedures to avert potential risk of fraud.
- Lead in the Operational and organisational sections during Annual Capacity Assessments (ACAs) which will later be finalized by OD before consolidation.
- Participate in Quarterly reviews sessions and joint monitoring visits to provide insight into partners' work.
- Support partners developing JDs for logistics staff
- Support partners in developing policies and procedures related to procurement and supply chain

To be added for managers:

- All managers are responsible for upholding and promoting Concern's values, demonstrating leadership on workplace equality, diversity and inclusion, and role modelling a positive safeguarding ethos.
- All managers are required to actively participate in any emergency response as and when required.

Role Holder Requirements:

Essential

- University Degree
- English Language Qualification

Desirable

- Relevant Diplomas and short courses in Procurement, Logistics or Stores Management

Job related Experience and Knowledge

- At least 5 years working experience in Logistics with at least 2 years management experience
- Working Knowledge of the Procurement Cycle, Fleet management and Warehouse management

- Ability to work well under pressure and in response to changing needs
- Excellent interpersonal and communication skills, training skills and writing skills
- Leadership skills, personnel and team management including mediation and conflict resolution

Competencies:

For this Role:

Identify the 3-4 priority competencies required to be effective and successful in the role.

Candidates are expected to demonstrate abilities in the following priority competency areas (highlight 3-4 competencies **in bold** as appropriate):

Managing Yourself	Planning and decision-making
Individual leadership	Creativity and innovation
Communication and working with others	Influence, advocacy and networking
Delivering results	Change

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

Important information:

Concern has an organisational **Code of Conduct** with three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible [here](#). These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisations, and the standards of behavior expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in their work, in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

During this job application, you will provide Concern with your **personal data**. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.

To apply for this vacancy, please fill out the form via the following link before the end of Monday 29 June 2026.

<https://forms.gle/58FjRv6d5x48aehh7>