



For our office in Kyiv, Ukraine, the Johanniter-Unfall-Hilfe e.V. International Assistance, is looking for a

Logistics Coordinator

1 Year Contract (with possible extension)



Organisation Description: Johanniter-Unfall-Hilfe e.V. is a German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. Johanniter International Assistance (JIA) is the operational unit for humanitarian aid. The Federal Headquarters (HQ) is based in Berlin, Germany. Our Global Strategy 2027 focuses on three key working areas: emergencies, health and livelihoods implementing and supporting projects with a specific focus on climate change and gender equality worldwide www.thejohanniter.org. Our commitment to a partnership approach and localisation agenda is based on mutual learning, respect and trust. We prioritise accountability, inclusivity and safeguarding in our work.

Background

Johanniter International Assistance (JIA) has been active in Ukraine for several years up to 2016 and has again resumed activities at a larger scale in February 2022 with the beginning of the full-scale war of the Russian Federation against Ukraine. JIA is implementing its humanitarian programme in Ukraine and the Republic of Moldova with several local partner organisations, mainly supporting vulnerable populations in frontline areas and IDPs with a focus on women and children. Current activities include food and voucher assistance, winterization, MHPSS, shelter repairs and rehabilitation of WASH infrastructure.

In a Nutshell

You will manage and support the provision of logistical support to the programme in Ukraine while ensuring compliance to donors, organisational policies and procedures for effective programme delivery. In close collaboration with the programme team you will give support to the project partners to ensure that logistics and procurement processes in the projects are implemented in line with Johanniter and donor regulations. You will be responsible for procurements, asset and inventory management, facilities and fleet management as well as the supervision of the safety and security management of the country office.

What you will do:

Strategy and Vision:

- Actively supports the values of Johanniter and shapes the work according to these values
- Supports the implementation of the country logistics strategy in line with the global JIA strategy

Logistics management

- Compiles and reviews procurement documentation submitted by project partners for completeness, accuracy, and regular follow up in collaboration with programme and finance department
- Supports local partners and provides training as needed on relevant logistics and procurement guidelines and processes.
- Executes purchasing functions for goods, services and works as required for the country office and programme ensuring strict adherence to Johanniter and donor guidelines
- Maintains accurate filing systems, including an up to date procurement tracker, with documented and supported records of logistics transactions for audit purposes both manually and electronically
- Coordinates all matters regarding equipment and assets including vehicles, communication, IT and power, to ensure that equipment is managed diligently, operated in the most cost efficient manner, and maintained appropriately

Safety and Security Management:

- Provides line management to the Safety & Security Officer
- Actively contributes to the development of Country Security Plans, ensures compliance to JIA safety and security standards, and monitors adherence
- Supervises the implementation of safety and security measures in close exchange with the Head of Mission

Representation

- Represents Johanniter International Assistance in a positive and professional manner contributing to the continuation of a positive image and overall credibility of the organisation
- Proactively engages with line managers in areas where there are needs for improvement as well as to ensure good coordination and adequate information sharing, addresses common concerns/problems and seeks solutions
- Fully adheres to JUH internal "Guideline on How to Deal with Cases of Corruption, Fraud and Conflict of Interest" and reports immediately if any irregularity (fraud, cheating, etc.) is noticed

Quality Management

- Promotes the use of Johanniter's quality management tool Consense and ensures that all staff are able to access and use it
- Implements systems to improve transparency, ensures adequate anti-fraud procedures are in place, carries out regular inspections and spot-checks, to ensure the best use of Johanniter assets and resources

What you bring:

- Relevant BSc preferably in Logistics/Supply chain management or a related field from a recognised university
- Relevant 5 years of experience in a similar position with NGOs
- Demonstrated experience in humanitarian operations and logistics management
- Very good knowledge and understanding of procurement and logistics procedures
- Proven experience in delivering trainings for logistics and non-logistics staff
- Experience in working with partner organisations (capacity development)
- Experience in working in high-risk security contexts
- Strong management and organisational skills
- Experience with security management
- Fluency in English with excellent verbal and written communication skills
- Working knowledge of Ukrainian/ Russian is highly desirable

What we offer:

Remuneration: Competitive, attractive remuneration, in line with internal tariff and relevant previous experience

Benefits: 13th cheque; social security; annual leave; flexible working hours, friendly and appreciative working atmosphere

If this is what you are looking for, please submit your application via staff@johanniter.de (cover letter, CV, reference contacts of 3 former supervisors, job certificates if available), stating your earliest start date and Please indicate " *YourLastName* Logistics Coordinator Ukraine" in the subject line of your e-mail.

Deadline for applications: 21 May 2024

Only short-listed candidates will be notified.

We may start shortlisting before the closing date.

Johanniter is an equal opportunity employer that values diversity, irrespective of cultural, religious, social background, gender, age, disability or sexual orientation

We strongly encourage qualified females to apply.

Johanniter employees are expected to act according to our [Code of Conduct](#) as well as our Leadership Principles. *Please note Johanniter requires **background checks (incl. criminal record and reference checks)** to protect the vulnerable and prevent abuse*

Information regarding the privacy policy for applications can be found [here](#)