



Terre des hommes
Helping children worldwide.

Logistics & Administrative Officer

Terre des hommes is looking for a proactive, energetic, and organised Logistics & Administrative Officer, to join its team in Bucharest, Romania, to support in the implementation of its projects. If you are looking for a meaningful job that will make a lasting impact on the lives of children, we want to meet you.

Start date	as soon as possible
Contract	One-year, local, full-time Employment Contract, renewable.
Salary	RON 3500 net, private health insurance
Location	Bucharest

Deadline for the application: **12th of September 2021**

WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection and health projects, we provide assistance to over four million children and their families in almost forty countries each year. In Europe, Tdh intervenes directly or indirectly in many countries, relying on teams based in Budapest, Albania, Greece, Kosovo, Romania, Moldova, and Ukraine.

In Romania, Terre des hommes (Tdh Ro) has been active since 1992. For the past few years, the delegation has been working on three main intervention areas: (1) Strengthening child protection and juvenile justice systems, (2) Protection of children affected by migration/trafficking, and (3) Social inclusion of minorities. Every year thousands of children and their families benefit from projects implemented either at a national or regional level.



ROLE DESCRIPTION

Our ideal team member will have excellent organizational, communication, and management skills. The Logistics and Administration Officer is responsible for the effective provision of daily administrative services to the programs and support activities related to overall office administration, operations, logistics and data protection activities, according to the legislation and donors' requirements.

MAIN RESPONSIBILITIES

- Ensure logistics management of the projects and control that provisioning is carried out according to the set planning
- Identify the needs, select the suppliers, and maintain updated the budget tracking systems
- Maintenance and management of a suitable stock of office stationery/supplies, household
- Ensure the logistics and administrative management of expatriate staff and visitors
- Organize logistics for trainings, conferences, and other events.
- Assist in the preparation and implementation of financial processes.
- Creates and keeps updated a budgeting support folder based on market analysis.
- Act as the primary point of contact within Tdh for members of staff, regulators, and any relevant public bodies on issues related to data protection
- Responsible for GDPR compliance - implementing and updating data protection documentation in consultation with key stakeholders and in accordance with the needs of the projects; offers advice and support for team members

YOUR PROFILE

- University degree in administration, logistics, management, finance, or another related field.
- Minimum 3 years of experience in office management and logistics procedures, preferably in an NGO (international or local)
- Experience in managing diverse procurement and logistics operations
- Experience and knowledge in data protection compliance
- Strong interpersonal skills, ability to interact effectively with all levels of staff;
- Excellent verbal and written communication skills (English and Romanian), with strong attention to details;
- Excellent record keeping and documentation skills;
- Ability to work well under pressure and manage sensitive and confidential information.
- Great interpersonal skills and ability to work well both independently and as part of a team
- Ability to organise, prioritise, and follow through on multiple tasks
- Fully conversant with usual IT tools (Microsoft 365)

TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation in English to vacancy@tdh.ro Please include “Logistics Officer”, your name and surname” in the subject line of the application email.

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.
