



Terre des hommes
Helping children worldwide.

Logistics Manager

Terre des hommes is recruiting a proactive, energetic, and organised Logistics Manager. S/he will join the team in Bucharest, Romania, to support in the implementation of the emergency project dedicated to the Ukrainian refugees and also to the regular projects already ongoing.

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	1-year, local, full-time Employment Contract, renewable.
Salary	RON 5000 net, and private health insurance
Location	Bucharest

Deadline for the application: **30th of March 2022**

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

Under the supervision of the Deputy Director, the Logistics Manager will define and implement all supply and technical logistics strategies to Tdh Romania and in particular to the Log team. Provide support to the programmes/projects, ensuring the pertinence and coherence of logistics and supply programmes, adequacy of the means provided and the full compliance of **Tdh** standard, protocols, and procedures in order to enable the development of the mission in perfect working conditions and optimise the impact of the projects

MAIN RESPONSIBILITIES

- Ensure logistics management of the projects and control that provisioning is carried out according to the set planning
- Participating actively in the definition and update of project planning and budgets defining strategies
- Advise the Deputy Country Director in the translation of the identified logistical / technical needs into objectives, priorities and resources needed for the projects.
- Responsible for monitoring the implementation of logistics/technical activities in the projects (stock and supply of material, transport, communications, vehicles equipment/installation etc.) ensuring compliance of Tdh standards, protocols, and procedures, and reporting to the Deputy Country Director on the development of the ongoing programmes and proposing reorientation strategies when needed.
- Provides reporting on projects evolution from the technical/logistics perspective and propose corrections if needed
- Responsible for ensuring technical advice and support for all logistics/technical issues in the projects, providing coaching to logistics staff and representing Tdh in meetings with Authorities and other NGOs for technical/logistics related issues
- Responsible for ensuring installation and maintenance of functional office space(s) and lodging facilities in an adequate living condition as well as all the equipment required

YOUR PROFILE

- University degree in administration, logistics, management, finance, or another related field.
- Minimum 5 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 letter in English to vacancy@tdh.ro Please include “Logistics Manager”, 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.
