



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR Regional Office Jakarta, Indonesia

Terms of Reference International United Nations Volunteer Associate Logistics Officer

Under the overall supervision of the Head of the UNHCR Field Office in Banda Aceh, the Associate Logistics Officer, will undertake *inter alia* the following tasks:

1. Work in coordination with the Senior Supply/ Logistics Officer in Medan and the shelter team in Banda Aceh to facilitate UNHCR's shelter programme in the Province of Nanggroe Aceh Darussalam;
2. Coordinate the transportation and distribution of non-food items and construction materials in UNHCR's areas of operations;
3. Assist with the contract of warehouses and transport agencies as well as provide written instructions for the loading/unloading of trucks;
4. Coordinate and plan for the transportation movement of non-food items and construction materials in collaboration with the local authorities, implementing partners and other members of the humanitarian community;
5. Liaise with relevant authorities and work with the Field Safety Advisor(s) to obtain any necessary clearances and/or escorts for convoys (whenever necessary) to ensure the timely delivery of materials;
6. Maintain inventories of warehouses, records of items delivered and check on stock reports;
7. Liaise with the Senior Supply/Logistics Officer in Medan on the procurement, delivery and distribution of non-food items and construction materials;
8. Devise and maintain up-to-date Stock Reports;
9. Undertake logistical field trips to assess transport requirements, monitor field warehouses and the storage and distribution of all items; and in case of loss of damage, follow-up with clearing agents, shipping, insurance companies etc in liaison with the Head of Field Office in Banda Aceh and the Senior Supply/Logistics Officer in Medan.
10. Prepare and submit regular logistics reports for dissemination (stock reports and distribution reports);
11. Certify invoices, waybills and other delivery notes and relevant logistics payment requests;
12. Implement and undertake other logistical requirements as needed.

QUALIFICATION REQUIREMENTS:

EDUCATION: University Degree in Social Sciences, Economics, Business Administration or other related fields.

EXPERIENCE: Considerable experience in building construction and experience in dealing with building materials suppliers is desirable.

LANGUAGE: Proficiency in written and spoken English and a good working knowledge of Bahasa Indonesia.

COMPUTER SKILLS: Proficiency in the use of Microsoft Windows essential.

OTHER REQUIREMENTS: Experience in customs formalities, logistics or warehousing. Knowledge of UN and UNHCR manuals and relevant UNHCR and UN policy papers and instructions is an advantage. Flexibility and good team skills.

DUTY STATION: Banda Aceh

DATE OF ENTRY: Immediate