



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY JOB DESCRIPTION

Position Title:	Logistics Specialist
Division/Department:	Technical Programme Management Division (TPMD)/Preparedness & Response Department (PRD)
Reports To:	Programme Manager, Preparedness & Response
Direct Reports:	N/A
Date:	December 2018

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of the Programme Manager, Preparedness & Response (PMPR), collaborates with the other staff of the Technical Programme Management Division.

2.0 SUMMARY

The Logistics Specialist will be required to provide technical support to the Agency's Preparedness & Response programme.

3.0 DUTIES AND RESPONSIBILITIES

- 3.1 Provide support for the development & management of the Regional Logistics Programme. This includes but not limited to:
 - 3.1.1 Developing, maintenance and testing of the Regional Logistics Plan inclusive of a logistics network design for humanitarian operations in the Caribbean
 - 3.1.2 Supporting the development and testing of sub-regional logistics plans
 - 3.1.3 Supporting the development and testing of National Logistics Plans.
- 3.2 Support the development of Policy and Legal Frameworks for Logistics
- 3.3 Provide support for capacity development in countries such as end to end supply chain management as necessary.

- 3.4 Provide support to the Logistics Capability Assessment process and updates of the database
- 3.5 Support the definition of skills and competencies of logisticians within the CDEMA System
- 3.6 Liaise with humanitarian partners, donors and recipient governments in establishing and supporting rapid supply chains for the movement of humanitarian relief items.
- 3.7 Provide support to the warehousing programme across the region
- 3.8 Oversee the development, rollout and maintenance of a logistics ICT solution for CDEMA CU and the Participating States.
- 3.9 Provide continuous training and support to the logistics ICT solution
- 3.10 Support the development and delivery of logistics training material
- 3.11 Support the Programme Manager, Preparedness and Response in the establishment and maintenance of partnerships related to the Logistics Programme
- 3.12 Assist with the After-Action Review process post-emergency events in the region
- 3.13 Support the development of logistics awareness products
- 3.14 Prepare concept notes to support resource mobilization for the logistics programme
- 3.15 Prepare and submit monthly and other reports as requested.
- 3.16 Participate in Agency meetings as required
- 3.17 Participate in disaster response activities of the Agency, including deployment as may be required
- 3.18 Perform any other related duties as may be directed from time to time by the PMPR or any duly authorized officer of the Agency.

4.0 CONDITIONS

- 4.1 General administrative office accommodation provided
- 4.2 Position may require periods of travel to CDEMA Participating States as well as other destinations.
- 4.3 Institutional support provided through documented rules and regulations general policy guidelines and through access to available relevant information, resources and facilities
- 4.4 Subject to general service conditions applicable to established staff members of the Agency
- 4.5 Access to all available relevant information and resources for effective discharge of duties

- 4.6 Required to maintain current knowledge of the responsibilities of other agencies and organization with disaster management responsibilities

5.0 EVALUATION CRITERIA

- 5.1 Level of effectiveness of coordination of the response capabilities of the CU Regional Coordinating Centre (RCC) during activation of any regional emergency
- 5.2 Quality of Logistics Plans
- 5.3 Timely completion of assignments and reports and the ability to meet deadlines
- 5.4 Technical accuracy and general quality of advice and reports
- 5.5 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.6 Communication effectiveness

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 A Masters' degree in Logistics, Disaster Management, Supply Chain Management or related discipline is desirable
- 6.2 Professional Certification in Logistics (such as APICS and SOLE) would be an asset
- 6.3 A minimum of five (5) years' experience in disaster management or working in a related institution in the areas associated with the position with a logistics focus
- 6.4 Demonstrated supply chain operational experience with a humanitarian focus at the national and/or regional level
- 6.5 Experience or training in humanitarian emergency logistics operations during rapid onset disasters would be an asset
- 6.6 Experience in the development of project proposals and project planning and execution would be an asset
- 6.7 Experience in set up, support, and maintenance of local area networks (LANs), wide area networks (WANs), and other networking systems
- 6.8 Experience in installing and maintaining routers, switches, firewalls, installing drivers and software and network-related software programs
- 6.9 Experience in deploying software in Windows, Android and IOS platforms.

7.0 KNOWLEDGE, SKILLS AND ABILITIES

- 7.1 Knowledge of Operational Logistics including customs and importation requirements, Warehouse management and final mile delivery.

- 7.2 Knowledge of the core humanitarian standards and the humanitarian response system
- 7.3 Knowledge of at least one the following languages would be an asset: PHP, C#, JavaScript, VBA (Visual Basic for Applications).
- 7.4 Knowledge of Control Tower Supply Chain Management is desirable
- 7.5 Comprehensive understanding of issues and challenges in disaster management within CDEMA Participating States would be an asset
- 7.6 Excellent communication skills (oral, written, public speaking and presentational)
- 7.7 Excellent interpersonal skills
- 7.8 Excellent negotiation, diplomacy and advocacy skills
- 7.9 Ability to communicate effectively with persons at all levels
- 7.10 Excellent planning and organizational skills
- 7.11 Critical thinking and problem-solving skills
- 7.12 Ability to manage multiple priorities
- 7.13 Good proposal writing, report writing, data acquisition and analysis skills
- 7.14 Proficiency in relevant computer applications
- 7.15 Flexibility and adaptability
- 7.16 Demonstrated team leadership
- 7.17 Knowledge of Spanish, French, French creole, papiamento or Dutch would be an asset.
- 7.18 Appreciation of workplace diversity