

LOGISTICS MANAGER (National)

Location	Lviv, Ukraine
Reports to (Line Manager)	Country Director
Supervises	Office and IT Administrator; Logistics Officers; Procurement Officer
Contract Type	Full time, 12 months

About HelpAge

HelpAge International works with partners and a diverse global network of more than 171 organisations across 90 countries, supporting millions of older people to live safe, dignified and healthy lives. Through our partnerships and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

HelpAge has been present in Ukraine since 2014. With a total workforce of over +800 people including staff, volunteers and contractors, our response plan includes cash assistance, NFI distribution, access to health services, home-based care support and protection. The organisation presently has four offices (Dnipro, Chernivtsi, Kiev and Lviv), being our central one located in Lviv.

We are looking for an experienced, dynamic, and experienced individual to take up the role of Logistics Manager for Ukraine, based in our central office in Lviv.

About the Job

The Logistics Manager will provide coordination for logistics functions in Ukraine to ensure that effective and efficient support is provided to the program activities. They will be responsible for overseeing procurement, warehousing, stock and asset management, IT and premises management, ensuring compliance to HelpAge policies and procedures. They will lead, provide technical support and capacity building to the country logistics staff and will promote a collaborative, client-focused, quality and results-oriented approach.

Key areas for impact/influence and responsibilities

Procurement

- Plan, coordinate, and organize procurement activities in full compliance with HelpAge and donor's procurement procedures and best practices.

- Ensure that contracts and lease agreements are adapted to the specific purchase/service request, mitigating risks for the organisation.
- Keep an updated tracker of lease agreements and service contracts, monitoring expiration date.
- Ensure that procurement officers keep an up-to-date database of local suppliers (including preferred suppliers list) and prices list of frequently needed goods and services.
- Conduct market surveys & analysis, evaluating impact in local markets.
- Establish and follow up framework agreements for strategic items categories contributing to the improvement of HelpAge Ukraine procurement efficiency.
- Oversee procurement trackers, ensuring that they are complete and shared regularly with relevant stakeholders.
- Advise management on normal lead times on major procurements to be undertaken and find acceptable ways to enable prompt response to beneficiaries.
- Support the timely organisation of procurement committees for proposal evaluations and to take part in them when needed.

Asset and Inventory Management

- Ensure that the stock inventory and asset registers are accurate, regularly updated and checked.
- Report the asset list at the end of each project and oversee asset rollover according to the defined destination by program department.
- Conduct assets/equipment needs assessment and advise on disposal and replacement as appropriate.
- Ensure all assets lists and inventories are properly and physically tagged, recorded and maintained.
- Monitors distribution and usage of SIM cards and phones, in compliance with policy.

Goods Delivery and Warehousing

- Ensure that effective and timely transport support is provided to all aspect of the program.
- Advise and support field and program teams on stock planning and management to ensure program objectives are met.
- Support program teams in the development of distribution plans and ensure their timely completion by liaising with transportation companies.
- Assess warehousing needs and monitor appropriate conditions of warehousing facilities, ensuring all items are stacked correctly and damaged items are reported and dealt with as per HelpAge logistic procedures.

Staff Movements

- Oversee the purchase of transportation tickets for staff moving inside and outside Ukraine and ensure proper accommodation, in line with Business Trip and Travel Policy.
- Make sure that expatriates have a valid visa/residence permit to work in Ukraine all time.

Premises Management

- Finds, visits and identifies new premises to rent. Negotiates and drafts lease agreements according to HelpAge standards and procedures.
- Oversee the installation and maintenance of functional office space and adequate living conditions of guesthouse facilities.
- Examine and re-evaluate existing service contracts and oversee regular rent, utilities payments (i.e., electricity, water, gas, etc.), office and guesthouses maintenance contracts and running costs procedures.

IT Support

- Ensure that HelpAge IT policy and procedures are understood and adhered to by all staff.
- Ensure that adequate IT equipment and software is in place to support program delivery and office operations.
- Ensure that premises have appropriate IT and communications infrastructure and equipment to sustain HelpAge software platforms and in line with policies and procedures.
- Manages the layout and access to Ukraine Sharepoint. Monitors the update of staff mail accounts.

Team Management

- Lead and manage logistics staff, providing regular guidance and training, improving knowledge sharing across the organisation.
- Set up smart objectives for each member, monitoring performance and giving feedback.
- Ensure appropriate distribution of workload and segregation of duties among team members.

Administration

- Ensure the proper maintenance and archiving of logistic documentation such as procurement files, contracts, and asset reception sheets.
- Ensure the correct implementation of HelpAge procurement formats and templates and their constant update and compliance with Ukrainian legislation.
- Monitor the compliance of the logistics documentation with HelpAge Global and Ukraine Authorization limits.

Program Support

- Provide technical advice and support to project coordinators and managers on specific administration and logistics issues to ensure the efficient implementation of programs.
- Ensure the proper logistics components are included in budget preparation for new grants and annual budgets. Follow up and manage allocated budget lines (e.g. rental agreements).
- Work with the program teams to develop realistic procurement plans and ensure that these are maintained and updated.

Others

- Contribute to the development of sustainable approaches by streamlining HelpAge environmental policy.
- Set up key performance measures for all aspects of logistics activities and regularly review them against actual performance.
- Actively participates in project and country team meetings.
- Ensure HelpAge and donor procurement procedures are understood and complied with by all relevant personnel. Proposes updates to existing policies and amendments of current ones.
- Assist and collaborate in external or internal audits as necessary.
- Other appropriate duties as assigned by supervisor.

Skills and experience required

Essential

- University degree in logistics, supply chain management, business administration or another relevant field.
- At least 3 years of relevant technical experience, with strong procurement knowledge.
- Full professional competency in Microsoft Office Suite, especially Word, Excel and Outlook.
- Ability to multi-task and prioritize tasks.
- Excellent organisational skills, with ability to work under pressure with numerous deadlines.
- Ability to act independently and to work as part of a team.
- Independent thinking and ability to make autonomous decisions.
- Experience in managing a team and in staff capacity development.
- Good communication, negotiation and problem-solving skills.
- Fluency in written and spoken English (level B1), excellent Ukrainian and/or Russian.
- Availability to travel to field offices.

Desirable

- Experience of managing logistics systems in an emergency environment.
- Advanced professional certification in supply chain management and/or emergency response management.
- Experience working with a diverse portfolio of international donors and knowledge of specific donor guidelines.

What we offer

- Employment contract.
- Salary in accordance with Help Age Ukraine's Salary scale depending on the experience and qualifications.
- Private medical insurance.
- 24 days of annual paid leave and other benefits according to the Ukrainian Labor code.

- Wellbeing day, the last Friday of each month between April to December is a non-working day.
- Convenient office location near the city center.

Key Behavioural Competencies

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older people and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to demonstrate the following core competencies:

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
Extend HelpAge's Reach and Impact	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can do their best and develop their potential.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

SAFER RECRUITMENT

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.

How to apply

Interested and qualified candidates are encouraged to review the details of the role and submit their CV and Cover Letter in English on or before **Thursday, 29 February 2024** to jobs@helpage.org . Interviews will be held in English and scheduled on a rolling basis until the position is filled. Only short-listed candidates will be contacted. If you did not hear from us within two weeks after the application closing date it means that your application was not successful.