

Mission :

Created in 1991, Secours Islamique France (SIF) is an international non-governmental relief and development organization (NGO). SIF acts in strict neutrality, without distinction of origin, gender or religion, and is dedicated to alleviating the suffering of the world's most deprived populations.

Secours islamique France is looking for a logistics coordinator for our mission based in Islamabad, Pakistan.

Opened in 2008, the mission is located in Islamabad and has implemented programs in Peshawar and Tharparkar. The main thematic for the programs are the following one: food security, livelihood, child Protection.

Under supervision of the Head of Mission, as part of the Coordination Team and while supervising the Logistics team, you will be in charge of coordinating, planning and guaranteeing the follow-up on logistic activities of the mission as well as contributing to the elaboration of the mission's operational strategy.

Your main responsibilities are the Following (evolving and non exhaustive list):

- Supervise and provide a logistical support to the different SIF bases and projects
- Ensure existence of individual up-to-date safety and security plans for each location and for the overall presence of SIF in Countries & Region with HQ
- Contribute to the elaboration of the mission's operational strategy
- Ensure proper warehousing, stock management, and control systems, including documentation and reporting;
- Manage the administrative team: briefing, planning, management, follow up etc.

Profile :

KNOWLEDGE / SKILLS :

- At least 4 years of experience in INGOs
- Minimum 2 years of expatriation as Logistic Coordinator or on a similar position
- Substantial experience of strategic thinking, including identifying, analyzing, problem solving and responding to opportunities and challenges and the ability to translate these into practical plans of action.
- Significant knowledge of humanitarian environment, donors, procedures and guidelines, accountability frameworks and best practices in emergency management
- Knowledge of donors environment and guidelines.
- Extensive knowledge and experience in logistic planning, budget management, reporting writing.
- Knowledge and understanding of project management tools (Logical Framework analysis, project cycle management, objectives and indicators, etc.)
- Strong leadership skills and supportive management style (experience in managing national and expatriate staff)
- Strong communication skills, with excellent written and spoken English
- Experience in working in insecure environments with responsibility for security planning, monitoring and management

Conditions :

- 6 months, full time, renewable;
- Contract start date: ASAP;
- Remuneration according to profile;
- Per diem, guesthouse;
- Health insurance - 60% covered by SIF;
- Repatriation/liability insurance - 100% covered by SIF;
- Break allowance during the 3 and 9 month breaks;
- Airfare to and from the mission location to home - paid by SIF at 6 and 12 months.

SIF commits to:

Since its foundation in 1991, Secours Islamique France has considered diversity to be an asset. We therefore consider all applications insofar as they have the skills required for the position to be filled.

Our NGO is particularly concerned about the ethical and deontological dimensions in all its activities. We therefore reserve the right to systematically check criminal records during the recruitment process, in accordance with the law in force.

In line with this policy, SIF has zero tolerance for any type of fraud, corruption, harassment, abuse or violence of any kind, and, more generally, any breach of legislation, regulations or the code of conduct established internally.

SIF is a humanitarian NGO, so the "Do not harm" principle is central: we ensure that the respect and safety of the children we support in our projects is a primary consideration for all our staff and partners.

Our charter is a real commitment: we mobilise all our staff in the promotion, dissemination and respect of the principles laid down.

Do you recognise yourself in this profile and do you agree with our commitments?

Come and join our chain of solidarity by applying for this job offer.