



## INTERNAL / EXTERNAL VACANCY

Haitian Red Cross in collaboration with American Red Cross is looking for

### **(1) Logistics Assistant for Nippes**

**Reporting to :** Logistic and Facilities Officer

**Frequent contact with:** All other Red Cross staff

**Location:** Nippes

**Purpose:** American Red Cross (ARC) seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. The American Red Cross continues to deepen and expand its international programming while also working to strengthen the global Red Cross Red Crescent Network, in order to deliver critical assistance to some of the most vulnerable communities in the world.

The HRC and ARC Hurricane Matthew Response in Haiti (HMR) was established to direct the organization's response to the October 2016 Hurricane. HMR activities focus on immediate humanitarian assistance to disaster affected families within the Red Cross/Red Crescent network, and particularly with the Haitian Red Cross (HRC).

The American Red Cross provides support for the various relief and development projects in Haiti. Haitian Red Cross in collaboration with American Red Cross is looking for an experienced professional for the position of Logistics Assistant that will work under the direct supervision of the Logistic and Facilities Officer in close collaboration with staff from different project and programmes and support services and provide the following support to the Delegation.

### **Specific Duties and Accountabilities**

- Prepare Goods Received Notes or Waybill for all ARC Haiti equipment and supplies.
- Follow ARC logistics procedures, processing procurement or donation reception for all ARC supplies and equipment.
- Help planning the transportation process for all ARC equipment and supplies (other than vehicles); prepare all documents.
- File and archive logistics documentation.
- Support the Logistic and Facilities Officer in the management of inventory tracking for all ARC equipment.
- Maintain accurate stock records and controls at all times; provide weekly and monthly stock reports to the Logistic and Facilities Officer on warehousing issues that affect the overall logistics operation.
- Organize local labor to effect the timely and efficient reception and dispatch of goods.
- Realize for routine maintenance and repair of all ARC/Haiti office and residence equipment.
- Perform miscellaneous job-related duties as assigned.

### **Additional duties**

- Suggest improvements or efficiencies that could be implemented
- Support the database development and management process
- Understand and practice the Principles of the Red Cross & Red Crescent Movement
- Any other duties relevant to the position as required by the supervisor

### **Duties applicable to all staff**

- Establish and ensure effective working relationships with all staff
- Ensure effective working relationships with National Society counterparts and leadership
- Ensure effective working relationship with technical and service departments at national, delegation and headquarters level
- Perform other work related duties and responsibilities as may be assigned by the supervisor
- Work towards the achievement of overall goals of the operations in the delegation through effective managerial and lateral relations and teamwork
- Respect and work within the code of conduct of the Red Cross Movement

### **General Skills, Qualifications and Experience**

- Native of the assignment area - Nippes
- Be in good mental and physical health
- University Degree in the related field
- Computer proficiency in MS Office applications
- 2-3 years of logistics and facilities experience
- Be diplomatic, patient, persistent and proactive
- Have excellent communication skills
- Leadership skills, teamwork and relationship building
- Able to prioritize and meet deadlines
- Flexible and adaptable to changing working conditions
- Experience of working for the Red Cross/Red Crescent or other international humanitarian organization
- Experience in humanitarian relief and emergency response programs
- Be willing and able to travel whenever required for work purposes
- Speak Creole, French and English

The Code of Conduct form an integral part of this contract and must be signed by the employee upon employment. This job description supersedes any prior version relative to the incumbent.

**Interested candidates should send their Curriculum Vitae with cover letter, all copies of certificates or diplomas, copy of ID cards (NIF/CIN), certificate of police record by 5:00 pm November 14, 2016 at the following addresses:**

**Att.: Human Resources  
Logistics Assistant – Nippes  
*Bureau de la Croix-Rouge Américaine  
29, Chalon, à côté du Palais de Justice/Parquet  
Miragoâne, Haïti***

**Or**

**Att : Ressources Humaines  
Logistics Assistant – Nippes  
Bureau de la Croix-Rouge Américaine  
22, rue Métellus  
Pétion-Ville, Haïti**

**Or**

**[amcrosshrrecruitment@gmail.com](mailto:amcrosshrrecruitment@gmail.com) with Subject : Logistics Assistant – Nippes**

**Please notice that only selected candidates will be contacted.**