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|  ACTED <small>Agency for technical cooperation and development.</small> | August 2006 | ACTED Paris HR Department | Last Update August 2006 |
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Position : **Logistician and Security Manager**
Location : Afghanistan
Duration: 1 year renewable
Starting date required : Immediate

I. Organization description:

ACTED (Agency for Technical Cooperation and Development) is an apolitical and non-confessional international relief agency created in Afghanistan. The first projects were initiated in Kabul in 1993 to bring relief to populations affected by more than 15 years of conflict. As of today, ACTED is active on 4 continents and in 17 countries. The organization employs approximately 100 international staff and more than 2000 national staff. The headquarters for the organization are located in Paris (France). ACTED develops about 150 projects a year in such diversified activities as Emergency Relief, Food Security, Health Promotion Network, Economic Development, Education and training, Microfinance, Advocacy - Institutional Support and Regional Dialogue, and Cultural promotion.

II. Profile and Responsibilities:

ACTED is currently looking to fill the Logistics and Security Officer position for Afghanistan. The successful applicant will play a crucial role in implementing policies and procedures for logistical support to ACTED's programs in. He/she is responsible for the proper functioning of ACTED Afghanistan's logistics department as a whole. He/she is also the security focal point and manages all aspects of security for ACTED's. This will include the ongoing monitoring and assessment of security conditions in the region as well as ensuring that all staff understand and follow agreed procedures.

Under the direct supervision of the Country Coordinator, key responsibilities will include:

Logistics:

- Maintain and implement systems for procurement, storage, inventory, asset control, distribution, and receipt of all program materials;
- Ensure that ACTED's logistic procedures and policies are well respected;
- Responsible for ACTED office compounds and housing management;
- By frequent training to bases, provide training to staff on ACTED logistic procedures and requirements;
- Monitor and supervise purchases;
- Work closely with field logistic staff to ensure that materials are provided to project sites in a timely and efficient manner;
- Keep accurate and organized records to ensure adequate supporting documentation, accuracy of and control over payments.

Security:

- Serve as security focal point
- Ensure all new staff are accurately briefed on security procedures;
- Provide all staff with regular security briefings and updates and ensure that all staff follow security procedures;
- Ensure that ACTED's security management plans are relevant and constantly updated as appropriate and that all staff know their roles and responsibilities;
- Liaise with UN agencies, NGOs and other external actors to gain security information and analysis in the region;

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- Conduct regular security and risk assessments for all operational areas
- Write regular security management reports with situational analysis and recommendations;
- Ensure that field communications needs are met and that staff are trained in the use of radios and other communications equipment as necessary.

III. Qualifications required:

Essential

- At least 2-3 years oversee working experience in insecure environments ideally in Africa;
- Extensive experience in logistics and/or security management and procedures;
- Strong communication and training skills;
- Flexibility and ability to handle multiple tasks at one time;
- Ability to work well under unstable security environments, and administrative and programmatic pressures. Must demonstrate flexibility to adapt to changing requirements;
- Strong ability to train, motivate and mobilize national teams ;
- Willing to endure basic living and a restrictive social environment
- Strong organizational and supervisory skills;
- Proven ability to work creatively and independently both in the field and in the office;
- Being a strong team player and adept at creating a strong team spirit;
- Ability to work with culturally diverse groups of people;
- Ability to travel and work in difficult conditions and under pressure
- Good written and oral level in English;

IV. Conditions:

- Salary: 2100€ net / month + living allowance;
- R&R every 3 months;
- Lodging, transportation, insurance, medical cover ensured by ACTED;
- Repatriation insurance;

V. Application submission:

Applications, in English should include a resume, a cover letter and three references. Applications should be submitted at:

E-mail: jobs@acted.org (ref : AF/LOG/XX)