



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**. This recognition proves that VHIR endorses the general principles of the **European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (Charter & Code)**.

Thus, there are no restrictions of gender, national origin, race, religion, sexual orientation or age and **candidates with disabilities are strongly encouraged to apply.**

Logistics Coordinator Infectious Disease, Tropical Medicine Unit

Logistics Coordinator in Angola for a project on food security and reduction of chronic malnutrition and mortality in children under 5 years

Logistics Coordinator (LC) for CRESCER Project with experience in cooperation, malnutrition, Clinical Trials and public health.

The FC will be based in in Angola (provinces of Cunene and Huíla).

The general objective of CRESCER Project is to contribute to the generation and transfer of evidence and knowledge about the effectiveness of different specific and nutrition-sensitive actions in the context of the Angolan crisis during and after the Covid-19 pandemic, to contain malnutrition and reduce child mortality under five in the provinces of Huíla and Cunene.

CRESCER Project aims to determine, through operational research and innovation, the impact of various equitable and scalable, specific and sensitive to nutrition strategies, in reducing malnutrition and mortality of children less than 5 years. To this end, the progress and implementation of FRESAN's multisectoral strategies and projects will be evaluated, as well as their relevance, adequacy, coverage, effectiveness, efficiency, sustainability and scalability that may be the basis for recommendations on future scalable interventions in reducing the indicators of chronic malnutrition in children under 5 years of age.

The Logistics Coordinator (LC) is responsible for the implementation, coordination and monitoring of all the logistics components of the project. Its objective is to establish together with the rest of the team members a strategy to guarantee the support and supply of the project. More information about our group can be found [here](#).

JOB DESCRIPTION

Education and qualifications:

Required:

- BA in Logistics, Procurement & Supplies Management, Management, Business Administration, Information Systems and related fields

Experience and knowledge:

Required:

- Diploma in Humanitarian Logistics.
- Experience in logistics coordination.
- Minimum 2 years of experience in field logistics or logistics coordination in a Humanitarian Aid organization.

Desired:

- Professional career strongly focused on development cooperation.
- Good adaptation to teamwork, cordiality, communication and respect.
- Strong sense of personal integrity.
- Attention to detail.
- Strong supervisory skills. Ability to multi-task.
- Team spirit and problem solving abilities.

Main responsibilities and duties:

Objective 1: Representation and Logistics Coordination

- Have a global vision of the logistics operation of the project
- Activities:
 - Collaborate in determine the long-term logistics strategy, in a transversal way and together with the rest of the coordination team.
 - Support for the standardization of procedures, documents, resolution of doubts ...
 - Implementation of logistics and quality control procedures
 - Support and supervision of the supply chain
 - Implementation and monitoring of purchasing and quality control tools
 - Realization and supervision of orders, purchase, transport and supply.
 - Communication management:
 - Implementation of communication systems appropriate to the context.
 - Equipment management:
 - Establish the equipment policy (purchase, renovation, depreciation, use ...).
 - Ensure the adaptation of the equipment to the needs and users.
 - Make sure that the equipment is transferred correctly and with the necessary documentary justification at the end of the project.
 - Support for the management of the automobile fleet:

- Fleet planning (renewal, monitoring) and establishment of usage rules according to the context.
- Supervision of transport and vehicle management at the mission level
- Supervision of movements within the country.
- Start-up and / or monitoring of vehicle maintenance and control according to the Log Kit v3 procedures
- Analysis of costs and expenses:
- Control and analysis of logistics costs
- Prepare the annual budget
- Validation of monthly expense forecasts
- Optimization of the use of existing equipment (vehicles, computers ...)
- Preparation and anticipation of crisis risks in the mission:
- Collaborate in the preparation and regular updating of the mission's contingency plan.
- Constitution and management of emergency stocks in case they are constituted.
- Preparation of logistics reports:
- Monthly preparation of the Project Log Report (ILM) to send to the coordinator.

Objective 2: Security management

- Activities:
 - Management and application of the mission's safety regulations:
 - Contribute to context analysis
 - Collection of information on security (UN, embassies, NGOs, local authorities ...)
 - Collaboration in the preparation and updating of security plans (with the DP) with all their annexes.
 - Control of emergency kits ...
 - Responsible for the monitoring of security rules in the country.
- Ensure equipment (vehicles, communication ...) and its maintenance

Labour conditions:

- Full-time position (40h/week).
- Starting date: January 2021..
- Length of the contract: until end of the project.
- Accommodation costs included,
- 1 annual flight
- 23 days of vacation and 7 of personal affairs
- Gross annual salary: 30.000 euros.

What can we offer?

- Skillful and social colleagues in a dynamic environment.
- Challenging tasks and a wide range of responsibilities.
- Personal training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more).

Annual teambuilding events.

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference " Logistics Coordinator" to the following email addresses: esperanza.esteban@vhir.org and seleccio@vhir.org.