



MEDICAL AID FOR **PALESTINIANS**

## Job Description

<b>Job Title</b>	Logistics Assistant
<b>Location</b>	West Bank
<b>Mission</b>	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation, and displacement, in the oPt and Lebanon.
<b>Job Purpose</b>	To provide support to MAP's programme, staff and visitors in West Bank
<b>Hours</b>	Full-time
<b>Salary</b>	ILS 66,456
<b>Reporting to</b>	Procurement Manager
<b>Responsible for</b>	Not Applicable
<b>Key Internal relationships</b>	West Bank Director, Programme Managers, Programme Officers, Logistic and Admin Officer, Senior Finance and Administration Manager, MAP's visitors
<b>Key External relationships</b>	MAP partners, Suppliers, Key ministries
<b>Contract</b>	Fixed-Term, 12 months

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

### **Duties & Key Responsibilities**

#### **Office Logistic Duties:**

- Provide transportation for staff including processing payments.
- Manage accommodation and hotel reservations for MAP staff and guests/volunteers.
- Manage all aspects of office management and cleaning supplies management.
- Support with the maintenance and repair of office equipment
- Support the Finance Department with all aspects of document management
- Provide support with the onboarding of new hires, including liaising with candidates, IT and HR Department.
- Prepare and process all admin and payments for Taxi, Hotels, Fuel Consumption and other related purchases.
- Support in conducting inventory reviews and monitor office assets.
- Support with office management and coordinate with stakeholders as required.
- Support maintaining the contract roster and coordinate contract renewals.
- Provide logistics support for learning and development events.
- Meet and greet all visitors, upon arrival and provide assistance where necessary.

#### **Procurement:**

- Support in preparing tenders and RFQ, tender documents, and organizing bids.
- Collect quotations and bids from the market for purchase requests.
- Support preparing the financial analysis and documentation in order set up the meeting for technical evaluation.
- Facilitate bid evaluation committee meetings and provide necessary support.
- Support preparing purchase contracts/orders and service contracts in compliance with policies.
- Interact with vendors during the procurement process, ensuring adherence to procedures.
- Support expanding the vendor database and expand it to reach many suppliers.
- Update the GRN at the stem, obtain the Invoice and release the payment for the finance.

#### **Administration Support:**

- Support the Finance Team with document management and manage all aspects related to petty cash funds.
- Ensure cash is stored securely and record all details of transactions and manage the access levels to authorised personnel only.
- Manage all expenses, including receipts and deductions made from the petty cash fund.

- Provide periodic relevant reports and administration support to the team as required.

### **General Responsibilities**

- Support the mission, ethos and values of MAP.
- Carry out other associated duties as may arise in line with the broad remit of the position.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of our work.
- Represent and be an ambassador for MAP.

### **PERSON SPECIFICATION**

#### **Experience**

- Demonstrated experience of logistics, administrative and purchasing functions
- Experience in organizing travel logistics for medical missions
- Experience with NGOs, especially INGOs, in similar function is desirable

#### **Skills and Abilities**

- Organized self-starter, able to work alone or as part of a team.
- Ability to work under pressure and under difficult circumstances and occasionally during the weekend
- Respect/follow the applied security guidelines and keep the confidentiality of assigned tasks
- Good written and verbal communication skills in English, essential and Arabic, desirable;
- Good IT skills, particularly in Word, Excel and PowerPoint

#### **Education/training**

- A university degree in business administration, management or other related field.

#### **Personal attributes and other requirements**

- Commitment to a zero-tolerance policy on sexual exploitation & abuse/safeguarding.
- Commitment to anti-discriminatory practice and equal opportunities.
- Commitment to upholding the rights of people facing disadvantage and discrimination.
- An ability to apply awareness of diversity issues to all areas of work;
- Commitment to the values and ethos of MAP;
- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends.
- Attention to detail, organisational and problem-solving skills and the ability to work independently and under pressure.
- Valid driving license and excellent awareness of traffic and road safety laws. Familiar with different areas of West Bank able to drive in city and across WB.