

CRS JOB DESCRIPTION TEMPLATE

Job Title: Logistics Officer	Reports to: Operations Manager
Department: Operations	Salary Grade: 7

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

The CRS Egypt country program began in 1956 at the invitation of the Egyptian president Nasser by providing relief assistance to the victims of the Suez War. Over the following few decades, CRS Egypt moved from large-scale food relief to long-term poverty alleviation and development programs. CRS Egypt works in a wide variety of areas within the development field.

Currently, CRS Egypt has three main programs: the Education Assistance program, the Livelihoods Program for refugee support, and local partnerships. Projects under these programs range from the provision of technical assistance and capacity building to partners, promoting peace and tolerance, educational grants for refugees and assistance to refugee community schools, and technical support and start-up funds for refugee and vulnerable Egyptian entrepreneurs. Additional programming includes Emergency Preparedness and Response projects that arise as needed. The Operations department, supported by a regional Management Quality unit, ensures the country program develops and maintains the highest level of operational standards.

CRS currently supports programs in the sectors of humanitarian relief, livelihoods, civil society strengthening, and social justice promotion through its CRS Egypt currently holds a main office in Cairo and a field office in Maadi.

For further information about CRS, please visit www.crs.org

Job Summary:

The logistics officer will oversee the execution of daily logistics operations linked to Fleet ,Warehouse and Convoy management, ensuring timely provision of goods and services essential for the smooth functioning of programs. Leveraging your expertise, you will manage logistical requirements and address challenges, while upholding principles of stewardship, integrity, transparency, and accountability.

The Logistics Officer is responsible for the meticulous processing, systematic organizing, and secure storage of inventories in CRS-designated facilities. This role is crucial in ensuring that all shipments strictly adhere to organizational standards, which is essential for maintaining the integrity and efficiency of our logistical operations. The Logistics Officer plays a pivotal role in upholding these standards across all stages of the supply chain, ensuring seamless coordination and compliance with both internal policies and regulatory requirements.

Roles and Key Responsibilities:

- Coordinate and work closely with the operations and Gaza unit teams as well as relevant programming staff to ensure logistics services align with pipeline requirements. Identify challenges in supply chain management and provide actionable recommendations. Facilitate the movement of goods from the warehouse to their final location at the Egyptian borders adhering to CRS and donor regulations, as well as international and local supply chain standards and ensure tracking tools are set in place and used by the logistics team.
- Collaborate with the procurement team to ensure timely and detailed purchase requisitions are received, including specifications, delivery schedules, and terms related to labeling, branding, and marking.

Coordinate and oversee activities related to the receipt, transport, distribution, and disposal of commodities. Collaborate with surveyors, customs and forwarding agents, transport officers, , and other stakeholders to ensure efficient operations. Maintain comprehensive files of all logistics documents. Ensure all activities and movements are documented accurately and prepare or review reports according to distribution requirements. In Fleet Management, the Logistics Officer leads the administration of the fleet, ensuring optimal utilization, regular maintenance, and strict adherence to safety regulations. This role involves overseeing vehicle assignments and scheduling to maximize resource efficiency, crucial in emergency response operations.

Basic Qualifications:

Education and Experience

- • Bachelor's degree in supply chain or other relevant degree preferred. Professional certifications(s) in supply chain or equivalent field strongly preferred.
- Minimum three years of experience working in logistics management related job
- Experience with a local or international NGO is a plus.
- Experience in MS Office packages (Word, PowerPoint, Visio) information management systems and Proficiency with spreadsheets are highly desired.

Personal Skills

- Good planning, coordination, prioritization, and time management skills
- Good analytical skills with ability to make independent judgment and decisions
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions-oriented, and results-oriented
- Ability to work collaboratively as part of a team environment

Required Languages

Excellent command of English and Arabic.

Travel

The job requires travel to sites within the Cairo metropolitan area.

Key Working Relationships:

Supervisory: Logistics Assistants

Internal: All CRS Team Members, Procurement Department, Operation Manager, and CRS support functions (Finance, IT, HR, and Admin).

External: Suppliers, vendors, and partners.

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and are used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one’s actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. It is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – Continually look for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

SAFEGUARDING POLICY:

CRS is committed to safeguarding program participants from exploitation and abuse. The consultant is expected to attend a safeguarding orientation and then sign and adhere to the CRS Safeguarding Policy and Code of Conduct. This will form part of the contract.

Disclaimer: This job description is not an exhaustive list of the skills, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer.