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**JOB DESCRIPTION**

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| **Job Title** | Logistics and Administration Assistant |
| **Location** | West Bank |
| **Mission** | 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 occupied Palestinian territory and Lebanon |
| **Job Purpose**  **Hours**  **Salary** | To provide support to MAP programme, staff and visitors in West Bank  Full-time |
| **Reporting to** | WB Director/ oPt Senior Finance and admin Manager |
| **Responsible for**  **Internal relationships**  **External relationships**  **Contract** | Not Applicable  West Bank Director, Programme Managers, Programme Officers, Logistic and Admin Officer, Senior Finance and Administration Manager, , MAP’s visitors  MAP partners, suppliers, key Ministries.  Fixed Term, One Year |

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 and key responsibilities**

**Programme Support:**

* Ensure the timely delivery of MAP’s security briefing to visitors, medical missions and MAP colleagues from UK office prior to their arrival into West Bank.
* Sorting flights, accommodation and transportation when and as needed, for MAP staff and delegations.
* Driving MAP staff and delegations to their meetings and their residency places as requested.
* Support programme staff in organizing medical missions and visitors field visits to ensure that the visits are facilitated and conducted safely.

**Procurement:**

* Support the Logistic and Aadmin Officer to review the purchase requests, specifications, and record in MAP database.Collect quotations and bids from the market for purchase requests as assigned by the direct line manager – as per MAP standards and formats.

• Ensure that all MAP procurement is in accordance with MAP’s procurement procedures.

• Interact with vendors when they receive the tender document and when they submit their bids.

* Interact with vendors during the collecting of quotations and ensure that vendors understand MAP’s forms/procedures.
* Ensure that the delivered items meet the required specification and criteria and update the procurement delivery tracking database in a timely manner. Support the logistics and administration officer in the procurement process, namely developing technical analyses and meeting minute documents. As needed, monitor the delivery of procured items at partners’ or at MAP storages. Transport items and sign donation certificates.

**Office Logistics and Admin Support**

* Provision of logistic support for MAP’s trainings including organizing training room and equipment, stationary needs and refreshments as needed
* Ensure purchase and replenishment of office supplies, including kitchen, cleaning, and stationary.
* Ensure proper maintenance of office premises; may require coordination with building owners.
* Assist the finance staff in scanning, delivering documents to the bank and photocopying as needed
* Ensure that the MAP car is well maintained and supplied with fuel regularly.
* Assist the Logistic and Admin Officer in conducting the annual inventory asset count, and make sure to monitor the movement of the office assets.

Support the Logistic and Admin Officer in tracking the admin and office contracts in order to renew in timely manner.

**Monitoring Activities:**

* Carry out other monitoring duties as requested within the scope of this position.
* Support WB Director as needed with drafting letters and meeting minutes.
* Perform any other reasonable duties as deemed necessary by the direct line manager.

**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

**Knowledge**

* Very good communication skills in English and Arabic
* Very good IT skills including MS Office

**Education/training**

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

**Personal attributes and other requirements**

* Tactful, polite and able to handle difficult situations and solve problems
* Valid driving license and excellent awareness of traffic and road safety laws. Familiar with different areas of West Bank
* Understand the work of MAP and commitment to our mission and services
* Ability to travel in West Bank