Note: This is a description of a particular logistics function in various agencies. Logisticians work in a wide variety of conditions and types/scales of operations. Personnel for emergency operations may be selected to fill a specific stand-alone role or to be part of a team in which their skills complement others. Personnel for emergency operations are recruited for their humanitarian motivation, communication skills and ability to work with others as well as their technical skills. Do not be deterred if you do not have experience or rate yourself highly against all the tasks/functions/responsibilities. If you have practical, hands-on experience in several aspects of the work you may still be suitable. See below for a list of TORs for more specialised roles.

Objectives
- To ensure efficient receipt, storage and outloading of supplies/equipment for humanitarian assistance.

Main duties and responsibilities
- Take complete responsibility for the receipt, storage, accounting and reporting of all commodities received and stored in the warehouse(s).
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning, especially any cold-chain requirements, and that all relevant records are properly maintained. Produce regular stock reports, daily stock position, monthly commodity reports.
- Recruit, train and supervise the warehouse staff, storekeepers and tally clerks.
- Assess availability of space and prepare stacking/storage plans prior to commodities arrivals.
- Ensure that all receipts of food and non-food items are properly documented, including any damages or shortages. Make periodic random checks during loading/unloading operations to ensure that commodities by the trucks confirm to the quantity record on the truck waybill.
- Monitor the quantity and quality of commodities stored. Carry our regular commodity physical random check/inventory of the warehouse.
- Ensure security of warehouses, commodities and staff.
- Ensure the adequate provision of all warehouse equipment such as pallets and tools and the provision of reconstitution materials such as sacks and strings.
- When necessary, arrange fumigation of infested stocks and inspection certification of damaged cargo.
- Prepare all procedures and necessary steps for commodity disposal.
- Prepare loading plans and ensure that standard waybills are duly filled for outgoing stock.
- Provide technical advice to the appropriate manager on storage needs and options. Identify alternate warehouse facilities as contingency for emergency or unforeseen reasons.
- Organise and facilitate training of staff, NGO partners and government counterparts in warehouse management best practice.

Qualifications, experience and competencies
- Logistics training and/or experience in procurement-supply/management/transport.
- Essential: Practical, hands-on logistics-related experience.
- Desirable: Some experience in developing countries and/or emergencies.
- Good command of English. Knowledge of another UN or regional language is desirable.
- Excellent mathematical skills and attention to detail.
- Able to work in harsh, unstable and difficult conditions, independently and in a team.
- Able to show empathy for local culture and traumatised individuals and communities.
- Able to establish and maintain effective working relations with people of different cultural backgrounds and languages. Experienced in supervising staff.

See also example Terms of Reference for the following roles

LOGISTICIAN – Generic CAMP / SITE MANAGER FLEET MANAGER