



## GENERIC JOB PROFILE

### 1. POST

<b>Job Title:</b>	Logistics Officer
<b>Grade:</b>	P2
<b>Section</b>	Logistics
<b>Duty Station</b>	Field Mission

### 2. JOB PURPOSE

To assist in the provision of logistics and integrated support to mission components including, distribution of mission assets (e.g. vehicles, computers, stationery, bulk supplies of water, fuel products, foodstuffs, and others)

### 3. MAIN DUTIES AND RESPONSIBILITIES

Within delegated authority the Logistics Officer will be responsible for the following duties:  
(*These duties are generic and may not be carried out by all Logistics Officers.*)

- Logistics support for new and ongoing missions, including: supply chain management, materials management, transportation, maintenance, contracts and services management, and logistics related to communications, information technology, engineering and medical services.
- Provides logistics support to ongoing air, land, sea, and/or rail operations in the area.
- Identifies, mobilises resources, implements and reports on special logistics operations.
- Prepares reports based on logistics movements and distributes them according to requirements.
- Liaises with other units on logistic matters, such as transportation, communications, air movements and procurement.
- Supports logistics staff in other offices.
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Performs other related duties as required.

#### **4. REQUIRED COMPETENCIES**

##### **Professionalism**

Knowledge of logistics operations and/or related fields. Demonstrates professional competence and mastery of subject matter. Ability to analyse data. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

##### **Communication**

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

##### **Planning& Organizing**

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

##### **Stakeholder Engagement**

Considers all those to whom services are provided to be “stakeholders” and seeks to see things from stakeholders’ point of view; establishes and maintains productive partnerships with stakeholders by gaining their trust and respect; identifies stakeholders’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems; keeps stakeholders informed of progress or setbacks in projects; meets timeline for delivery of products or services to stakeholder.

#### **5. EDUCATION**

A first-level university degree in business administration, public administration, engineering, law, supply chain management, logistics operations/management or other relevant field

#### **6. EXPERIENCE**

A minimum of three years of progressively responsible experience in land or air transport, logistics operations in military, commercial or international organizations, or related area

#### **7. LANGUAGE**

Fluency in one of the official languages of the African Union

#### **8. GENDER MAINSTREAMING**

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.