



ICRC

Job Vacancy

The ICRC is an independent, neutral organization ensuring humanitarian protection and assistance for victims of armed conflict and other situations of violence. It takes action in response to emergencies and at the same time promotes respect for international humanitarian law and its implementation in national law.

The **International Committee of the Red Cross (ICRC)** is looking for a candidate to fill in the following position:

Logistics Liaison Officer

Place of Employment:	Tel Aviv
Contract duration:	12 months (extendable)
Occupation rate:	100%
Starting Date:	As soon as possible
Grade:	B2

Purpose of the Role

The Logistics Liaison officer will provide complex secretarial and/or administrative support on behalf of the Logistics Department. He/she will represent the ICRC for all logistics related administrative tasks and formal procedures with Coordination of Government Activities in the Territories (COGAT).

Main Responsibilities

Supports the implementation of projects and programmes, by acting as a liaison officer with Coordination of Government Activities in the Territories (COGAT), under close coordination with ICRC Security and Armed Forces department (FAS).

In particular, s/he will

- Act as the delegation focal point on COGAT related matters for any commodity approved request(s).
- Coordinate internally with the Supply Chain Coordinator and communicate regularly to internal customers for updated status of submitted request(s).
- Provide technical support and advice to Logistics colleagues in the region on COGAT processes and on the operational matters linked with COGAT approval.
- Support the Logistics Country manager and Supply Chain Coordinator in the coordination of ICRC planned movement linked to the status of request(s) submitted to COGAT.
- Organize together with the Supply Chain Coordinator, meetings with the relevant internal stakeholders to update on any progress / challenge in COGAT processes and share reports / minutes of meetings with relevant departments in the delegation.
- Maintain the consolidated supply chain file / COGAT daily.
- Register and treat information (general and specific) accurately and with confidentiality.
- Act as logistics officer for relevant requests from Tel Aviv Sub-structure and communicate any to the JER logistics department accordingly.
- Follows up on all work-related messages and correspondence with the relevant contacts and departments.
- Ensure proper paper and electronic filing of documentation.
- May be asked to perform tasks not covered in the job description and to provide support to other departments when necessary.



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Job Requirements and Experience

- Technical Certificate / Diploma in Logistics, Administration or relevant field
- 3 to 5 years' work experience in relevant field
- Experience in dealing with official authorities in complex environment.
- Excellent command of English & Hebrew, other languages an asset.
- Good computer skills, including Microsoft Office suite.

Annual gross salary range including 13th month: 165'000 ILS - 200'000 ILS

Interested applicants are invited to submit their CV, education and work certificate (s) plus three references, in English, to jer_recruitment_services@icrc.org, by latest **March 10th, 2024**.

Relevant applications will be treated, and only shortlisted candidates will be contacted.

"The ICRC values diversity and is committed to create an inclusive working environment. We welcome applications from all qualified candidates."

