

Logistics Officer

Vacancy notice ref. no 2024/04 (GEO)

General Information

INTERNET ACCESS FLAGSHIP: Rural Empowerment through Digital Inclusion (REDI) is an EU funded project that Solidarity Fund PL in Georgia (SFPL in GEO) began implementing on December 1st, 2023, together with our partner - the e-Governance Academy from Estonia (eGA).

By virtue of its innovative approach, this action will reduce the existing digital division and include those traditionally left behind by improving access to affordable digital infrastructure and developing digital literacy skills in rural areas of the target regions of Imereti, Guria, Racha-Lechkhumi and Kvemo Svaneti and possibly Kakheti.

Overall characteristics

Job title:

The Logistics Officer for the project REDI: Rural Empowerment through Digital Inclusion (REDI)

Functional grade:

Senior Specialist

Job description:

The Logistics Officer plays a crucial role in procurement, purchase and maintenance of technical and Wi-Fi equipment, Digital Rural Hub (DRH) equipment and other ICT equipment implied under the REDI project. The position shall oversee the compliance of the equipment to be purchased with the requirements/needs of the project, supervise the purchase procedures and warehouse management, assist and support installation process, as well as maintenance of the equipment in accordance with relevant technical and safety standards. The Logistics Officer plays a critical role in ensuring the successful and accurate purchase, maintenance and flow of the equipment from the warehouse to installation points. The position ultimately contributes and supports the process of designing a network of access points as well as overall achievement of project outcomes.

Working hours :

- The regular working hours consist of 40 mandatory hours per week.
- 75% of the regular working hours is to be performed from Monday to Friday, from 11:00 to 17:00 physically at the office or online at the computer desk (30 hours in total). 25% of the regular working hours is to be performed at time, space, and form preferred by the Employee.

- Working time includes 2 working days online from home and three working days from the office; The changes may apply upon prior notification and agreement.

Employment conditions:

The employment contract will initially be signed for the probation period of 6 months; with a prospect of prolongation for an additional 18 months if performance is satisfactory.

Employment location:

Solidarity Fund PL branch office in Georgia,
20, Chavchavadze Avenue (Vake district)
0177, Tbilisi, Georgia

Tasks and responsibilities:

- **In the Equipment Pre-Purchase Phase**

- To oversee the entire supply chain process of procurement of technical equipment and materials necessary for setting up Digital Rural Hubs (DRH) and internet hotspots in the rural areas of Georgia.
- To conduct local market research for supply, services, and works in the field of digital equipment and connectivity technology.
- To prepare TOR for digital equipment, and connectivity technology, technical specification inputs for tenders, specifying required quantities, type, and quality of the equipment; obtaining all necessary financial documentation to support purchases.
- To liaise and negotiate with local vendors regarding proposals and information for the purchase and maintenance of equipment, materials, and services; negotiating with suppliers, managing contracts, overseeing purchasing process and ensuring timely delivery within the budget constraints.

- **Following Purchase of the equipment Phase**

- To deploy and maintain equipment in the warehouse, with necessary safety standards and accurate warehouse policies; To create and keep sustainable inventarization, equipment maintenance and safety system.
- To organize the process of delivery and distribution of technical equipment across the targeted rural villages and provide assistance in the process of equipment deployment and installation.
- To participate in technical evaluations and post-tender preparations as well as necessary contracting procedures.
- To the extent, required by aims of the project, support technical expert in internet network planning process.
- To identify potential logistics risks related to transportation and customs clearance.
- To develop and implement risk mitigation strategies related to the technical equipment procurement, purchase, deployment, installation and Maintenance accordingly, with the support and supervision from the Project Manager.
- To collaborate with the project team for a good understanding of procurement needs and proactively address requirements.
- To consult with the Project Manager and ensure the proper allocation of the budget dedicated for procurement activities.
- To perform other tasks as required.

Minimum eligibility qualifications:

- Bachelor's or master's degree in engineering, ICT technologies and/or related field;
- Minimum of 3 years of experience, working in Logistics, procurement, equipment maintenance or similar positions (work in telecommunication and/or ICT sector will be considered as advantage);
- A good understanding of procurement processes, regulations, and best practices. Knowledge of procurement policies, procedures, within EU will be an advantage;
- Knowledge and work experience with MS Office (Word, Excel, PPT, etc.);
- Fluency in English and Georgian (both written and spoken) is required.

Competencies:

- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders;
- Proven ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Ability to deal with information with confidentiality and discretion;
- Ability to work independently and in a team;
- Responsibility and punctuality;
- Self-discipline, including the ability to develop and execute plans and identify priorities.

What do we offer?

- ✓ Stable employment.
- ✓ Career growth within the organization's structures.
- ✓ Ability to gain experience in the international settings.
- ✓ A motivated and supportive team of local and international colleagues driven to make a difference in Georgia.
- ✓ Comfortable working conditions and monthly paycheck of 3330 GEL GROSS.

Interested candidates are requested to send CV (max. 2 A4 pages) and a brief (no more than 1000 words) cover letter in English no later than 31 March 2024 via e-mail to: georgiarep@solidarityfund.pl with reference number "Vacancy notice ref no. 2024/04 (GEO)". We reserve the right to complete the recruitment process earlier.

Interested? Send your CV and cover Letter no later than 31 March 2024 as instructed above.

Solidarity Fund PL will contact only short-listed candidates. Solidarity Fund PL does not return submitted documents.

Personal data protection in the recruitment process

We process your data for recruitment purposes only. Your application documents ought to include data required by labour law. Without sharing the abovementioned data, we will not be able to conduct the recruitment process and consider your application.

Sharing any additional data is voluntary and will be processed based on your consent, expressed directly by sending application documents to us.

We process your data provided in connection with the recruitment process:

- for the purposes of the recruitment process, to comply with legal obligations regarding employees recruitment process,
- based on your consent, if you voluntarily share additional data not required by any applicable law,
- if you grant your consent, for the purpose of using them in the future recruitment processes,
- to verify your qualifications and skills, which is our legitimate interest,
- to assert claims of defend against claims, which is our legitimate interest.

After submitting your application, your personal data will be processed for the period necessary to conduct the recruitment process, but in no event no longer than for the period of 12 months or until you revoke your consent. After an open role is filled to avoid any disagreement between you and us, we will store your data for the purpose of securing any claims until the limitation period expires.

If you submit your application to participate in the future recruitment processes, we will process your data until you revoke your consent, but no longer than for the period of 6 months.

As we are the branch of the Solidarity Fund PL with the headquarters in Poland, the data may be transferred to Poland (but only for the purposes of the recruitment process you are applying to).

The data may also be made available to our providers of external services e.g., IT services, legal and accounting services, companies that support us during the recruitment processes.

In any case we will ensure an adequate level of protection of personal data required by law.

You have the right to demand from us access to your data, rectification, deletion or limitation of processing, the right to object to the processing, the right to transfer data, as well as the right to withdraw your consent at any time. Withdrawal of consent does not affect the legality of the processing, which was made based on your consent before its withdrawal.

You have the right to file a complaint to the relevant authority established by the law or to the relevant court – if you consider that the processing of your data violates the legal provisions.

We inform you that we will not take automated decisions for you at any point of the recruitment process, including decisions resulting from profiling.