



## Logistics Coordination

**Summary:** responsible for coordinating container shipments, as well as storage and tracking of food and non-food items

**Detailed description:** s/he will especially be needed in disaster situations where containers get shipped. It will be his/her responsibility to clear the container(s) through customs and to find appropriate storage for goods inside the container, as well as the management of the container and its contents.

### Main tasks:

- communicate with all GAIN offices sending containers
- communicate with the team leader and aid distributor about needs
- full control of every container and the entire process of aid delivery, storage and disbursement (before a container is being sent, while a container is sent, while a container is at customs, while a container is received and being unloaded, storage of aid, handing out materials to aid distributor, and taking account of every piece of aid)

### Activities (this is not an exhaustive list):

- check loading lists before containers are sent
- give approval to GAIN offices to send containers (can also disapprove shipments if necessary)
- collect all paperwork for the container shipments
- take care of customs declaration
- responsible for in-country transportation to a storage place
- responsible for the storage of the goods in the container/warehouse
- responsible for the container after its usage
- responsible for the stored items (where, how much, what, etc.)
- control the disbursement of the items
- together with the aid distributor, regularly complete entries in and ensure accuracy of the logistics & distribution tool (Excel template provided by GAIN) to track every item donated, stored and distributed
- find logistical opportunities to bring more goods into the disaster area
- work together with other organizations for transport