

## JOB VACANCY

### Operations and Logistics Officer (FT)

The Blue Peace Middle East Initiative, driven by a vision of leveraging water security to foster regional peace and cooperation, invites applications for the position of Operations and Logistics Officer. Reporting directly to the Regional Technical Coordinator, this role is pivotal in facilitating the seamless execution of our initiatives across the region.

Type of Contract: Fixed term (Annual)

Location: Amman, Jordan

Full-time

Local recruitment

Expected start date: Immediately

#### **About Blue Peace Middle East**

Blue Peace Middle East is a non-governmental initiative dedicated to promoting cooperation and peace through sustainable water management in the Middle East.

Established in 2010, the Blue Peace ME initiative is committed to its mission of transforming water from a potential source of conflict into an instrument of cooperation and peace through dialogue, capacity building, and concrete actions.

This unique initiative is led by a regionally owned mechanism, which is comprised of members from Iraq, Jordan, Lebanon, and Türkiye, and, to a certain extent, Iran and Syria. The Blue Peace ME Regional Mechanism (RM) contributes to peace by stimulating political and technical dialogues about water and supporting concrete regional projects, know-how transfer, knowledge exchange, and capacity-building activities in its member countries.

#### **The Coordination Office**

The Blue Peace Middle East initiative's Coordination Office (CO) provides logistical, organizational, and communication support to help the Blue Peace Middle East RM achieve its objectives. The CO is responsible for the overall coordination of Blue Peace ME activities, smooth communication within the RM and with Blue Peace ME partners. Its duties include providing secretarial support to the Managing Committee (MC) and Policy Advisory Committee (PAC), coordinating thematic activities, managing subcontractors, and implementing a coherent outreach strategy for Blue Peace ME. The CO also provides technical and logistical support for Blue Peace ME events and liaises with support institutions on progress of thematic activities, financial matters, and administrative issues. Additionally, the CO organizes and hosts MC and PAC meetings and workshops, takes minutes, and provides technical and logistical support as needed. The CO is currently hosted at the offices of INWRDAM in Amman, Jordan.

#### **About INWRDAM**

The Inter-Islamic Network on Water Resources Development and Management (INWRDAM) is an autonomous intergovernmental think-tank based in Amman, Jordan. It was established in 1987 under the Ministerial Standing Committee on

Scientific and Technological Cooperation of the Organization of Islamic Cooperation.

With 21 member countries, the organisation focuses on promoting cooperation in water resources management through research, actions on ground, dialogue and policy development.

## **JOB DESCRIPTION**

### **Major responsibilities**

The Operations and Logistics Officer is responsible for managing the operational and logistical aspects of the Blue Peace Middle East Coordination Office's activities. This includes planning, execution, and optimization of daily operations, ensuring efficient resource management, and supporting the implementation of projects and events.

The Operations and Logistics Officer reports directly to the Regional Technical Coordinator and collaborates closely with the other members of the CO team to further the objectives of the Blue Peace ME initiative.

### **Key Responsibilities**

- Develop, implement, and maintain Standard Operating Procedures (SOPs) and operational guidelines for the Coordination Office
- Manage daily CO operations and activities tracking
- Implement operational risk management strategies
- Ensure compliance with INWRDAM (hosting entity) and donor requirements
- Develop and maintain operational tracking systems and performance metrics
- Design and manage comprehensive operational databases for efficient tracking and reporting
- Implement and oversee asset management systems
- Maintain contract documentation and deliverable tracking systems
- Develop and manage operational efficiency metrics
- Plan and coordinate logistics for all regional/international events, workshops, and meetings
- Oversee venue selection, transportation, accommodation, and on-site support
- Manage event documentation and post-event reporting
- Monitor subcontractors' procurement plans and ensure legal and financial compliance
- Collaborate with the Administrative and Finance Officer on operational budgets
- Support budget monitoring and expenditure tracking
- Manage vendor relationships and quality control of goods and services
- Coordinate with internal and external stakeholders to ensure operational excellence
- Maintain effective communication channels with service providers and partners
- Support cross-functional collaboration within the CO team

## **REQUIREMENTS**

### **Qualifications**

- Bachelor's degree in Business Administration, Operations Management, Logistics, Supply Chain Management, or related field.
- Professional certifications in project management or operations management are a plus.

## Experience

- Minimum of 2-3 years of experience in operations and logistics management, preferably in an international or non-profit organization
- Demonstrated experience in developing and implementing SOPs and operational guidelines
- Strong knowledge of donors' compliance requirements
- Knowledge of Jordanian and Iraqi procurement regulations is an advantage
- Proven experience in operational budgets forecasting, monitoring, and reporting
- Experience with database management and operational tracking systems
- Experience with asset management systems
- Track record of successful event management and coordination

## Technical Skills

- Advanced proficiency in MS Office Suite
- Experience with project management software and tools
- Proficiency in operational database management systems
- Strong knowledge of virtual event platforms (Zoom, MS Teams, etc.)
- Experience with asset management systems

## Language Proficiency

- Excellent written and spoken English and Arabic mandatory.

## Other requirements

- The Operations and Logistics Officer is a full-time position, works with the CO team at the offices of INWRDAM in Amman, Jordan, and must be available to work in the office five days a week.
- Demonstrated strong problem-solving skills with a proactive approach to overcoming challenges, adapt to changing circumstances and optimize operations and logistics to achieve the initiative objectives efficiently.
- Ability to multi-task and work to tight deadlines.
- Flexibility to occasionally work outside regular hours for events.
- Ability to travel regionally when required.

## Qualities

- Transparency:
  - Able to build trust and contribute to informed and responsible decision making by carrying out the work of Blue Peace ME in a transparent manner;
  - Provide clear guidance to ensure that objectives and desired measurable results are understood by members of the team.
  - Maintain transparent documentation and reporting processes.
- Inclusiveness:
  - Understand and accept cultural diversity; able to provide a tolerant, positive and supportive working environment that fosters respect for diversity;
  - Demonstrate ability to work in a multicultural, gender-balanced environment and to maintain effective working relations with people of different nationalities and cultural backgrounds.
- Professionalism:
  - Promote the vision, mission, and values of Blue Peace ME.

- Demonstrate highest standards of operational excellence.
- Maintain strict confidentiality and professional integrity

## **APPLICATIONS**

Applicants are requested to apply by sending their CV, a letter of motivation and 3 reference letters to the Blue Peace ME Coordination Office at [recruitment@inwrdam.net](mailto:recruitment@inwrdam.net), stating 'Your Name – Operations and Logistics Officer Application' in the subject line.

Applications will be accepted until Thursday 16 January, 2025 at midnight, Jordan time (UTC +3).

The first round of interviews will take place during the third week of January 2025.

Please note that only shortlisted applicants will be contacted.

*We encourage applications from candidates of all backgrounds and are committed to creating an inclusive environment that reflects the diverse communities we serve.*