

# Role Profile: Admin and Logistics Officer

Role updated: 10/04/2025

Department	Division	Location	Salary Band
Impact	MCC	Local/Specific	E -Mid
Reports to	Matrix Manager	No. of direct reports	Value-based behaviour level
Operations Lead		0	Individual Contributor

## Purpose

The Admin and Logistics Officer will provide responsive, adaptive and flexible administrative and logistical support to the MCC. The role will help the MCC to deliver on the new approach to impact by making sure that colleagues and partners have what they need to 'get things done.' The role supports logistics and smooth operations for the cluster, for CA staff and partners. The post supports senior staff to ensure that procedures are followed, and standards are met and maintained.

## Main Areas of Responsibility & Accountability

- Provide effective and efficient administrative and logistical support to the MCC Team so they are convening, catalysing and connecting to eradicate poverty (e.g. by supporting hosting events across the cluster), aligning with organisational values and goals.
- Carry out procurement activities in line with the organization's procurement policies, procedures, and manual.
- Act as the focal point for engagement and coordination with relevant ministries and government entities, as needed.
- Maintain asset registers and inventory records, ensuring tracking, tagging, and periodic verification of organizational assets and supplies
- Empower collaboration through efficient and effective support to the MCC, e.g. during the launch and implementation of Christian Aid emergency appeals including organising alert and subsequent meetings, circulation of information and other activities in line with handbooks maximising impact.
- Foster a team mindset to enable the MCC to function smoothly through strong administration and logistics support under the steer of the Office Co-ordinator and Operations Lead (e.g. scheduling, support with recruitment processes, filing, maintaining key documentation support with travel administration visas, updating internal comms platforms, meetings minutes and actions followed up on, supporting logistics for convening events, and expenses, petty cash management etc).
- Provide effective support to MCC planning process and ensuring that MCC initiatives are supported and enabled and aligning with organisational values and goals.
- Manage and provide strong communication across the MCC (e.g. through intranet sites being kept up to date and user friendly, collaborating to improve).
- Provide effective support on ad-hoc organisational or divisional projects that align with organisational values and goals.
- Collaborate and communicate with teams across the organisation to share ideas and insights.
- Support management of the operational systems and procedures in dispersed offices as per Christian Aid standards and policies.

### Key Decisions

- Developed ability to make decisions regarding the day-to-day running of administrative and financial functions within the humanitarian response, aligning with organisational values and goals.
- Developed ability to make decisions to ensure relationships are managed effectively with external suppliers and finding cost-effective solutions.
- Ability to make good judgements to ensure smooth operation of the function.

### Problem Solving

- Ability to apply logical and critical thinking and common sense to routine tasks and information, and testing solutions on day-to-day issues.

### Key Interfaces

- **Internal:** CAID Programs Team at the country office and the field levels.
- **External:** Partners, vendors, donors and other stakeholders in the implementations of Humanitarian programme activities across all locations.

### Knowledge, Skills and Experience

#### Essential:

- Educated to degree level in Business Administration or any relevant discipline.
- Significant experience and understanding of Office programmes including Word, Outlook, PowerPoint and Excel.
- Significant experience and understanding of relevant database systems.
- Developed interpersonal skills and able to work with people of diverse background.
- Significant experience of producing and analysing data accurately.
- Significant experience in a similar role and familiarity with operations of INGO's.
- Developed ability to communicate fluently in English (oral and written).
- Highly developed negotiation skills.
- Ability to manage a wide range of complicated issues.
- Highly developed nonverbal, oral and written communication skills.
- Highly developed people skills and ability to manage conflict/difficult situation.
- Demonstrable experience in management.
- Developed sense of responsibility, proactiveness and reliability.

#### Desirable:

- Membership of relevant professional body.
- Understanding of the context in which Christian Aid operates.

### Travel

**In Country: None** Up to 50 days

**Global: None** No travel