

Position Title: Logistics and Relief Supply Distribution Officer

Organization: Charity Fund “Voice of Generations”

Location: Mykolaiv or Kherson (with travel to other oblasts as needed)

Reports to: Security and Logistics Manager

Contract Duration: 6 months (with possibility of extension depending on funding)

Position Summary:

The Logistics and Relief Supply Distribution Officer will be responsible for supporting all logistical, warehousing, and distribution operations of the GIZ-funded project in Odesa, Mykolaiv, and Kherson oblasts. Under the supervision of the Security and Logistics Manager, the officer will coordinate the transportation and delivery of project materials, including winterization kits and equipment for collective centers, ensuring timely, secure, and compliant distribution to target locations. The role will also include close coordination with suppliers, warehouse operators, local authorities, and program teams.

Key Responsibilities:

Logistics & Warehouse Management:

- Ensure that all project supplies (e.g., fuel kits, hygiene kits, equipment, materials) are received, stored, and dispatched safely and efficiently.
- Maintain accurate stock records, delivery schedules, and inventory tracking systems in line with organizational and donor standards.
- Coordinate with the Admin and Procurement Manager for the reception of goods and supplies at designated warehouses.

Distribution Coordination:

- Plan and implement distribution schedules for project materials in coordination with field teams and partners.
- Prepare distribution plans and ensure logistical readiness (transport, loading, staffing) ahead of each delivery.
- Supervise loading/unloading, packaging, and labeling of items for correct delivery to targeted beneficiaries.
- Ensure proper documentation and sign-off from recipients during and after distribution.

Security & Compliance:

- Support the Security and Logistics Manager in assessing risk and planning safe delivery routes.
- Ensure that distributions follow internal SOPs, donor regulations (GIZ), and local authority guidelines.
- Participate in security briefings and field assessments before each deployment.

Reporting & Documentation:

- Prepare daily/weekly reports on deliveries, warehouse stock levels, and any incidents or delays.
- Collect and submit distribution records, beneficiary lists, photos, and signed proof-of-receipt documentation.
- Support audit and monitoring processes by ensuring accurate recordkeeping.

Coordination & Communication:

- Liaise with municipalities, hromadas, community representatives, and local service providers to coordinate delivery logistics.
- Provide timely updates to the Security and Logistics Manager and field teams on the status of procurement and delivery.

Qualifications & Experience:

- University degree or high school degree in Logistics, Supply Chain Management, Engineering, or a related field preferred.
- At least 2 years of experience in logistics, warehousing, or humanitarian distributions, preferably in NGO settings.
- Excellent coordination, problem-solving, and communication skills.
- Attention to detail and capacity to follow strict operational and documentation standards.
- Fluent in Ukrainian; basic English is an asset.
- Valid driving license will be an asset and willingness to travel within implementation areas.