

Position Title: Security and Logistics Manager

Organization: Charity Fund “Voice of Generations”

Location: Odesa, Ukraine (with frequent travel to Kherson and Mykolaiv)

Reports to: NGO Director

Supervises: Logistics and Distribution Officer

Contract Duration: 6 months (with possibility of extension based on project scope and donor funding)

Position Summary:

The Security and Logistics Manager is a member of the Senior Management Team responsible for ensuring the safety and security of staff, beneficiaries, and assets during project implementation. This position plays a dual role in managing the overall security strategy and overseeing all logistical operations including distributions, warehousing, transportation, and coordination with suppliers and authorities. The Manager will ensure that all field activities are conducted safely and in compliance with established Security Standard Operating Procedures (SOPs).

Key Responsibilities:

Security Management:

- Represent the organization in external security coordination platforms including UN coordination meetings, INSO briefings, and other relevant forums.
- Monitor the evolving security context across project locations (Odesa, Kherson, and Mykolaiv) and provide timely updates and risk assessments to the NGO Director and project staff.
- Deliver regular security briefings to all team members during coordination meetings.
- Develop, update, and implement Security Standard Operating Procedures (SOPs) tailored to the project’s operations and locations.
- Provide technical guidance on security risk mitigation and ensure staff and beneficiaries operate within secure environments.
- Respond to security incidents, ensure proper documentation, and implement corrective actions when required.

Logistics and Distribution:

- Supervise all logistical aspects of the project, including transportation of goods, warehousing, and distribution of project materials and equipment.
- Coordinate and oversee the distribution of winterization kits, equipment, and supplies to collective centers and target households.
- Ensure the safe and efficient delivery of goods in coordination with the program team, warehouse staff, and distribution personnel.
- Maintain clear records of warehouse inventory, shipment logs, and equipment dispatch.
- Monitor the condition and movement of project vehicles and ensure timely maintenance and registration.

Team Supervision and Coordination:

- Supervise the Logistics and Distribution Officer and provide daily directions on activities and performance.
- Coordinate closely with the Admin and Procurement Manager and Finance Manager to ensure that all logistical operations align with procurement plans and budget allocations.
- Ensure that distribution activities are conducted in a manner that safeguards beneficiaries and comply with donor and organizational standards.
- Support field operations with logistical planning and secure movement of staff and supplies between sites.

External Relations and Communication:

- Liaise with local authorities, police, military checkpoints, and other stakeholders to facilitate safe access and delivery of services.
- Maintain communication with suppliers, transportation providers, and security focal points to ensure smooth logistical operations.
- Contribute to donor reporting on logistics and security matters as needed.

Qualifications & Experience:

- University degree in Logistics, Security Management, International Relations, or a related field and Minimum 2 years of experience in security and logistics management, preferably in humanitarian or development settings.
- Strong understanding of safety protocols, conflict sensitivity, and operational security in humanitarian contexts.
- Proven ability to lead teams, manage complex logistics, and coordinate with multiple stakeholders. Excellent analytical and problem-solving skills.
- Strong written and verbal communication skills in Ukrainian; working knowledge of English preferred and Proficiency in Microsoft Office and logistics management tools.