POSITION DESCRIPTION

Emergency Preparedness and Response (EPR) Supply Chain & Logistics Officer

Position Title	Emergency Preparedness and Response (EPR) Supply Chain & Logistics Officer
Host Organisation	National Disaster Management Office (NDMO), Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM)
Location	Honiara, Solomon Islands
Work Area	Australia Assists
Supervisor	Deployments Manager
Incumbent	Vacant

OVERVIEW OF PROGRAM

Australia Assists is an Australian Government program, implemented by Tetra Tech on behalf of the Department of Foreign Affairs and Trade. Australia Assists deploys humanitarian expertise to support global partners, including multilateral agencies, governments, and civil society organisations.

As part of Australia's humanitarian action, our goal is to save lives, alleviate suffering, and build resilience with a focus on upholding human rights and human dignity.

The Australia Assists end of program outcomes are:

1. Global partners increasingly access and benefit from timely, effective humanitarian expertise
2. Host organisations strengthen policy, practice, and inclusivity in climate resilient disaster preparedness, response and recovery, and in response to protracted crises.

TETRA TECH INTERNATIONAL DEVELOPMENT

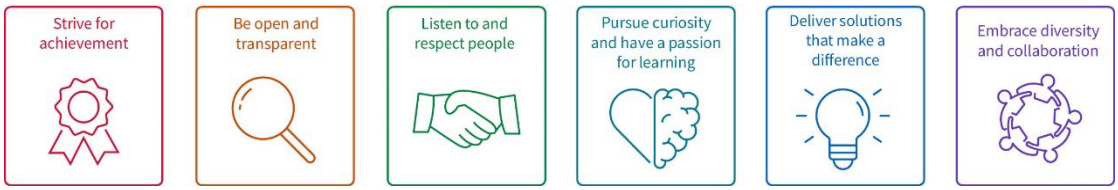
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

OUR VALUES

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



PURPOSE AND OBJECTIVES

The Pacific is one of the world's most disaster-prone regions, with Pacific Island Countries ranked among the most vulnerable to natural disasters due to rising sea levels and increasingly severe weather patterns caused by climate change. Eight of the twenty states with the highest average disaster losses scaled by GDP are Pacific Island countries. Building on its engagement in the Pacific since 2015, the World Food Programme (WFP) works directly with Pacific governments and partners to improve their capacity to reduce the risk of, prepare for and respond to disasters in the areas of logistics, emergency telecommunications, food security, and data and cash preparedness. In the Pacific, WFP works with Pacific Island governments to strengthen national emergency preparedness and response institutional capacities, systems and programmes. WFP leads the Pacific Regional Logistics Cluster.

Exposure to international humanitarian operations and emergency response leadership working closely with the World Food Programme, government agencies, NGOs, Red Cross partners, and other UN agencies, the role offers significant regional and international exposure. It also includes opportunities to participate in real emergency responses, disaster simulations, and strategic preparedness initiatives, building highly sought-after humanitarian logistics and emergency management experience.

KEY RESPONSIBILITIES

The EPR Supply Chain Officer will support the NDMO in the design and implementation of supply chain/EPR capacity strengthening activities for the Solomon Islands. Based in the NDMO, with support from the WFP Pacific Multi-country office. The EPR Supply Chain Officer's primary responsibilities are to support the Government of Solomon Islands and its partners in emergency preparedness and response, and capacity strengthening initiatives. The role requires a hands-on humanitarian logistics specialist with prior Pacific experience who can quickly provide practical operational support to the NDMO.

The incumbent's main responsibilities include:

- Support the NDMO in strengthening logistics preparedness and response readiness for El Niño -related drought and associated supply chain disruptions, including contingency planning, stock visibility, pre-positioning options and coordination with relevant government agencies and partners.
- Following the outcomes of the 2024 Capacity Needs Mapping and Business Process Mapping exercises, continue engaging with the NDMO to define and implement the recommendations.
- Guide the NDMO in the development, standardization, and implementation of key logistics forms (e.g., Stock Report, Service Request Form, Delivery Notes), and support the training and capability development of NDMO staff and key stakeholders (NGOs, Red Cross, government agencies) on their use.
- Support the NDMO in developing and implementing an Excel-based Consolidated Stock Report template, including setting submission deadlines (e.g., last Friday of each month), establishing communication protocols with stakeholders, and conducting a pilot test with sample stock data to validate functionality.

KEY RESPONSIBILITIES

- Support the NDMO's engagement in the Pacific Humanitarian Warehousing Program and the national humanitarian warehouse project in Honiara, focusing on operational readiness, warehouse management procedures, inventory management, staff capacity and coordination arrangements before, during and after warehouse construction.
- Assist the NDMO in optimizing logistics processes and data flows, generating actionable insights from monthly stock consolidations, introducing a unique identifier-based tracking system for submitted forms, and refining workflows based on feedback and performance.
- Lead the planning and execution of a SimEx based on a disaster response scenario to test the effectiveness of the Plan of Action, Stock Report, logistics forms, systems, and workflows.
- Provide ongoing mentoring to NDMO staff on humanitarian logistics and supply chain.
- Actively and systematically monitor and analyze the overall context in Solomon Islands and act as a focal point for information gathering and consultation for WFP, linking with the appropriate unit and officer(s) in Fiji.
- Be the first line of response when emergencies are anticipated to impact Solomon Islands. Act, if requested by the Government of Solomon Islands and authorized by Senior Management in Fiji, as surge capacity and be embedded as part of the national emergency response team.
- Support the NDMO in planning, coordinating, and conducting the Provincial Logistics Capacity Assessment. Sections can be updated partially and frequently when significant changes are identified.
- Work closely with NDMO staff to provide mentoring and exchange of knowledge where requested.
- Engage with other UN agencies in Solomon Islands, like UNICEF, to learn about their logistics and supply chain initiatives and challenges.

SELECTION CRITERIA

Qualifications

Education:

- Advanced university degree in Transport Economics, Supply Chain, Logistics, Emergency, and Disaster Management, or other related fields; or a Bachelor's degree in one of the above disciplines with additional years of relevant experience.

Experience:

- 4-6 years of relevant experience and three years of progressively responsible relevant professional experience in logistics and/or supply chain operations.
- Demonstrated hands-on experience in humanitarian logistics operations, including warehousing, inventory management, transport and distribution, is required.
- Prior experience in humanitarian logistics in Pacific Island countries is required, with experience working in Melanesia highly desirable. Candidates should demonstrate familiarity with Pacific operating contexts and experience working closely with national government counterparts.
- Experience working with Governments for effective capacity strengthening.
- Experience working in collaboration with a diverse array of humanitarian actors, including governments, NGOs, U.N. agencies, civil society, community-based organizations and the private sector.
- Experience working with or for National Disaster Management Offices and teams, and/or experience in business processes mapping and optimization is desirable.

Skills & Abilities:

- Solid understanding of logistics and supply chain processes in the humanitarian context and Logistics Cluster mechanisms.

SELECTION CRITERIA

- Proven ability to conceptualize, develop, plan and manage programs.
- Strong interpersonal skills and demonstrated ability to develop and maintain effective work relationships with stakeholders, partners and government counterparts.
- Excellent written and oral communications and presentation/facilitation skills.
- Self-driven and proactive with a high sense of accountability and results-oriented.
- Ability to work in a multi-cultural team and establish effective working relationships with people of different national and cultural backgrounds.
- Ability to work under tight deadlines with minimum supervision.

Personal Attributes:

- Problem-solving: The ability to analyze complex situations and demonstrate creativity to find solutions in the field.
- Teamwork/Collaboration: The ability to effectively communicate relevant and appropriate information to team members and cluster stakeholders, ensuring transparency and shared understanding.
- Emergency Mindset and Personal Preparedness: The ability to be personally and physically prepared to meet all operational requirements of being in an emergency environment and to take care of self and others.
- Cultural awareness and empathy: The ability to demonstrate an understanding of the cultural norms and customs of the host environment and to be empathetic towards those in difficult circumstances.
- Communication: The ability to communicate clearly both orally and in writing, transforming technical terminology into easily understood language.
- Stakeholder engagement: The ability to engage directly with national, regional, and international agencies and partners and establish and grow relationships with stakeholders.
- Service Mindset: The ability to demonstrate a “user-centric” and improvement-oriented approach to all WFP services delivery and support to increase the common humanitarian impact.
- Ethical Behavior: Demonstrating professionalism and integrity and honesty in all professional and personal interactions, adhering to United Nations ethical standards and principles.

CODE OF CONDUCT

In accordance with Tetra Tech’s Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

CHILD PROTECTION

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

GENDER EQUALITY, DISABILITY AND SOCIAL INCLUSION

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

PREVENTING SEXUAL EXPLOITATION, ABUSE AND HARASSMENT

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment (‘SEAH’), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction*. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and*

addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.