

Logistics & Transportation

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Administration & Support

Sub-Job Family: Logistics & Transportation

Overview: The purpose of this sub-job family is to focus on the planning, coordination and provision of effective and efficient logistics, supply chain and warehousing services to facilitate timely product distribution to end user locations in line with service level agreements, ensuring adherence to quality & HSE standards and IPC's policies and procedures.

The roles operate within a framework of well-defined logistics procedures. The differentiation among professionals is based on the complexity of tasks, supervisory responsibilities, and the specific skills and experience required for their roles. At higher levels within the job family, professionals bring advanced technical expertise and critical thinking to the forefront of our research institute.

Level	Profiles	Purpose
1	Transport Driver	Jobholders at this level will support and facilitate essential logistics operations. This role involves a combination of driving responsibilities to transport personnel, goods and materials and basic-level administrative support to assist senior staff in maintaining smooth logistical processes.
2	Logistics Officer	Jobholders at this level ensure efficient and accurate management of inventory within the warehouse. This role is responsible for receiving and processing service requests, verifying stock availability, and organizing items for delivery to facilitate timely and seamless transactions of goods and materials.
3	Logistics Supervisor	Jobholders at this level lead the operational aspects of the logistics function and take on a supervisory role, overseeing and guiding the activities of the Logistics team. The key focus is on ensuring the effective realization of departmental objectives while ensuring the efficient delivery of high-quality logistics services to IPC. This role involves operational oversight and a commitment to driving efficiency within the logistics function to achieve organizational goals effectively.

Level 1: Transport Driver

Job Purpose:

Jobholders at this level will support and facilitate essential logistics operations critical to the execution of field missions. This role involves a combination of driving responsibilities to transport personnel, goods, laboratory samples and materials and basic-level administrative support to assist senior staff in maintaining smooth logistical processes.

Accountabilities:

Description	Key Result Areas
1. Safely transport personnel to designated storage or field mission locations in Phnom Penh or provinces, ensuring timely delivery and adherence to transportation regulations.	<ul style="list-style-type: none"> • Proper handling and transportation of sensitive biological materials • Safe and timely transportation of personnel to their designated locations
2. Carry out loading and transportation of equipment, biological products and necessary resources (excluding flammable materials) to IPC research project units, adhering to operating and HSE procedures.	<ul style="list-style-type: none"> • Adherence to standard operating procedures (SOPs) including proper handling and transportation of sensitive biological materials
3. Comply with all relevant health, safety, quality and environmental management procedures and controls to ensure employee safety, legislative compliance and delivery of high-quality products/services	<ul style="list-style-type: none"> • Adherence to IPC's HSE procedures
4. Conduct regular mechanical inspections, preventative maintenance tasks, and safety checks on assigned vehicles to ensure optimal performance and prevent breakdowns.	<ul style="list-style-type: none"> • Regular and proper maintenance of vehicles
5. Promptly report any mechanical issues or defects to the team leader for timely repairs and resolution.	<ul style="list-style-type: none"> • Timely resolution of mechanical issues in vehicles

Qualifications & Experience:

- High School Diploma
- 0 – 2 year's logistics operational experience
- Valid driver's license, category D1 (for minibus 15 seats)

Technical Competencies:

- Proficient and safe driving skills, adhering to traffic rules and regulations.
- Basic knowledge of routine vehicle maintenance to ensure safe and efficient operation.
- Ability to plan and optimize delivery routes for efficiency and timeliness.
- Experience in unloading and receipt of various materials, ensuring compliance with safety and storage guidelines.

- Knowledge of and adherence to safety precautions, especially for handling sensitive or hazardous materials.

Behavioural Competencies:

- **Driven:** Consistently ensures the timely and reliable delivery of critical research materials, equipment, and supplies to support ongoing projects and operations within IPC.
- **Adaptability:** Ability to adapt to changes in schedules, routes, or unexpected situations during transportation.
- **Customer Service Orientation:** Courteous and professional interaction with internal and external customers.
- **Time Management:** Efficient time management skills to meet delivery schedules and deadlines.

Representative Jobs:

- Driver
- Tuk Tuk Driver
- Motorbike Driver
- Driver Team Leader