

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 2: Logistics Officer

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Receive service requests from end users and input request details into the inventory management system/dashboard to initiate the processing of requests.	<ul style="list-style-type: none"> Prompt processing of requests and/or requisitions
2. Check the availability of requested items and verify stock levels using the inventory management system/dashboard	<ul style="list-style-type: none"> Prompt updates on the availability of items and stock level
3. Arrange items according to the specifications outlined in the request form, prioritising perishable items based on their expiry dates, with closer expiration dates receiving delivery precedence.	<ul style="list-style-type: none"> Accurate packing of goods and materials according to request form.
4. Notify the requestor (i.e., Researchers, Lab Technicians) once their items are ready for pick-up or delivery, providing relevant details such as location and timing, and coordinate with them to arrange for the signing of acknowledgement forms upon receipt of requested items.	<ul style="list-style-type: none"> Timely notification to requestors
5. Prepare items for delivery, ensuring proper packaging and labelling to prevent damage or loss during transportation, and arrange for their transportation to designated locations within the organization or to external recipients as required.	<ul style="list-style-type: none"> Minimised damage to goods and materials during delivery and transportation
6. Ensure proper storage of sensitive biological materials and goods such as vaccines, reagents, laboratory consumables and medical supplies.	<ul style="list-style-type: none"> Proper and safe storage of sensitive biological materials and goods
7. Maintain accurate records of all incoming and outgoing inventory transactions as well as signed acknowledgment forms and other relevant documentation for future reference and auditing purposes	<ul style="list-style-type: none"> Up to date information Ease of retrieval of documents and information
8. Carry out monthly safety inspections and monitoring of housekeeping standards of all warehouse facilities as directed for compliance with HSE policies and inform of any non-conformances to superiors to facilitate effective maintenance of standards.	<ul style="list-style-type: none"> Adherence to defined HSE procedures
9. Carry out incident reporting in accordance with defined procedures.	

Qualifications & Experience:

- High School Diploma
- 1 – 3 years of relevant experience

Technical Competencies:

- Sound understanding of logistical systems and procedures.
- Ability to coordinate and control logistics activities to ensure smooth operations.

Behavioural Competencies:

- Problem-Solving Skills: Demonstrates adept problem-solving skills to address complex challenges encountered in logistics operations, such as coordinating the transportation of delicate research equipment or resolving logistical hurdles.
- Communication Skills: Facilitates clear and concise communication with internal teams, external vendors, and research partners to ensure seamless coordination of logistics activities.
- Time Management: Efficiently manages time and prioritise resources to meet logistics schedules and deadlines critical to supporting the timely execution of research projects and the fulfilment of grant-funded initiatives.
- Attention to Detail: Meticulous attention to detail to ensure accuracy in documentation and logistics processes.

Representative Jobs:

- Warehouse Assistant