GLOBAL EMERGENCY GROUP

Rapid Response Logistics Officer

Closing date 4 Dec 2026

Location: Tshopo Province with travel within or to other provinces as necessary and visit to Kisangani Office

Length of contract: 3 months

Background

Global Outbreak Response Support (GORS) delivered by Global Emergency Group, Inc. (GEG), under a cooperative agreement with the U.S. Department of State's Bureau of Global Health Security and Diplomacy (GHSD), provides rapid activation, surge response, and transition support enabling countries to detect, contain, and recover from infectious disease outbreaks. GEG leads GORS as the prime recipient, building on its ongoing role as Field Programs Support lead for Team Credence on the Humanitarian Assistance Support Contract (HASC). Founded in 2007, GEG delivers GORS through a global network of regional response hubs, a pre-vetted surge roster, and embedded in-country teams that mobilize within hours of an authorized outbreak response.

Reporting/Communication Lines

Under the supervision of the GORS Logistics Lead for work planning, execution, and performance, and under the Rapid Response Team (RRT) Coordinator for day-to-day task when deployed.

Scope of Work

Position Description

Rapid Response Logistics Officer (RRLO) will be deployed and work in a Health Zone and / or health Areas to support the Ebola Response at that /those location(s). the RRLO will support the logistics team and RRT in the preparation of the mission, vehicles, equipment's, PPE's … Once deployed the RRLO as part of the RRT will assess the local logistics situation, report and coordinate with the the RRT Coordinator and Logistics Lead on the findings and propose recommendation within the GORS program activities and pillars

The Rapid Response Logistics Officer (RRLO) will:

Needs assessment

- Assess the logistics capacity and needs of the health zone or health areas at the field location.
- Draft a proposed logistics plan of action with the local counterpart and the RRT, and submit it to the Logistics Lead for review, comment and approval by the Leads at the Kisangani Office.
- Coordinate with the local structure, through the RRT, to identify a counterpart when no logistics counterpart is available.

Logistics implementation

- Implement the approved plan of action while actively involving the local counterpart at every step, gradually shifting from demonstrating (doing and showing) to supervising (letting them do and observing).
- Repeat the needs assessment several times during implementation and submit any changes to the Logistics Lead for inclusion in the approved plan.

Vehicle(s) and fuel management

- Manage the RRT vehicle(s) and drivers following fleet and safety and security procedure and processes, with reporting to Fleet Officer and or the Safety and Security Coordinator for incidents.
- As necessary, support the Fuel Monitoring Assistant in monitoring fuel and vehicle rental to local partners
- Report immediately any wrongdoing on fleet and fuel usage to the fleet officer for action.

Requisition

- Centralize all requisitions from the RRT ensuring quality of the documents and local approval before passing them to Logistics team in Kisangani.

Safety and Security

- Act as the focal point for the RRT during deployment
- Follow and ensure full implementation of Safety and security protocols, processes and guidelines for the RRT during deployment
- Report any safety and security issues to the Safety and Security Coordinator immediately following communication procedure

Access and Stock management

- With Counterpart, review the access to local facilities from Kisangani and Nai Nai Logistics Hub, includes the last mile delivery plan in the logistics implementation plan
- At field level with counterpart, review storage and stock management, present, introduce and train on stock management best practice according to the type of goods and location.

Team Welfare

- Before and during deployment ensure RRT Welfare with access to adequate and safe lodging, food and water.

Coordination

- Support the RRT Coordinator in planning, and coordinate with the RRT on findings, supporting reports, and the team action plan.

- Coordinate at local level with stakeholders in the Health Zone and health areas to achieve the RRT plans.

Required Position Qualifications

- At least 2 years of Logistics field experience, in humanitarian program or private sector with at least 1 year of medical logistics.
- Demonstrate the management of field logistics at a regional level or higher
- Demonstrate knowledge on how to work with a fleet of ambulances in outbreak or emergency settings.
- Strong understanding of field logistics, quality assurance, and chain of custody.
- Ability to work in a difficult environment and work under pressure.
- Fluent communication in French, English is an asset.
- Ability to use Excel and word as an advance user, using complex excel sheet
- ICT knowledge is an asset
- Motorbike driving license

Competencies/Performance Criteria

- Adherence to and promotion of the GEG Way.

Travels and Working Conditions

The Rapid Response Logistics Officer (RRLO) will be mainly working at the province level of Tshopo and may travel to Haut Uele and other provinces in the East of DRC for an agreed period according to operational needs, when required.

Working Conditions

Working hours will be scheduled within the contracted 40-hour weekly allocation, with hours aligned to DRC GORS operations. Emergency support will follow agreed activation and backup arrangements. The Fleet Officer adheres to GEG security management directives and policies.

About Global Emergency Group

Founded in 2007, GEG is a benefit corporation that supports vulnerable people affected by crisis in more than 52 countries by providing a broad range of humanitarian support services to a wide range of organizations, including the United Nations, the International Red Cross and Red Crescent Movement, donor governments, companies, major international and national NGO’s and local communities. Every day, these organizations and communities rely on GEG’s emergency response expertise, and on the combined capabilities and dedication of its people to implement strategies, find solutions and seize opportunities to assist the world’s most vulnerable people.

Global Emergency Group is committed to being an equal opportunity employer and recruiting people of diverse backgrounds and experiences. GEG does not discriminate on the basis of race, religion or belief, color, gender, sex, sexual orientation, marital status, family structure, age, medical condition, disability,

ancestry, national origin or ethnic group. All recruitment decisions are made on the basis of qualifications, merit and business need.

How to apply

Please send your motivation letter and CV **in English to talent@globalemergencygroup.com no later than 4 December 2026, with Rapid Response Logistics Officer - GORS as the subject title of your email.**

References and background checks will be conducted after interview.