

RECRUITMENT

**SECURITY & LOGISTICS MANAGER
PROGRAM SUPPORT UNIT (PSU)**

Position: SECURITY & LOGISTICS MANAGER
Place: PORT MORESBY, PAPUA NEW GUINEA
Duration: 1 year (to be renewed each year)

Expertise France

Expertise France is the public agency for the design and implementation of international technical cooperation projects, a member of the AFD group. The Agency operates on four priority axes:

- Democratic, economic and financial governance.
- peace, stability and security.
- climate, agriculture and sustainable development.
- health and human development.

In these areas, Expertise France provides engineering and implementation missions for capacity building projects, the mobilization of technical expertise as well as a project management function involving public expertise and knowledge.

With a turnover of 390 million euros in 2023 and more than 350 ongoing projects in 140 countries of intervention, Expertise France is the public agency of reference for French international technical cooperation.

The Operations Directorate is currently composed of seven technical departments covering all the themes of the Agency's activities and in charge of developing and implementing the projects entrusted to it by the French public authorities, AFD, the European Union or any other donor.

In the quest for efficiency, closer to the field and its partners, the agency decentralizes the operational management of its projects in countries where it has a large portfolio of activities, sustainable and considered to be priorities for French cooperation. This

decentralization is reflected in the deployment of Country Directorates (DP) and Project Support Units (USP), led by the Geographical Department in the Directorate for Operations.

Expertise France in Papua New Guinea

Papua New Guinea is a recent cooperation country for the Agency. With its 360,000 km² of forests (78% of the territory), Papua New Guinea is home to the third largest tropical forest in the world. As a country with a negative carbon footprint, home to 7% of the world's biodiversity, Papua New Guinea has become a strategic cooperation country for the agency in the areas of forests, climate change and biodiversity.

Since 2025, a new country management oversees managing the activities of Expertise France in Port-Moresby whose portfolio includes 03 projects implemented or under development in the country for a business volume of nearly 54M €.

The Agency's portfolio in Papua New Guinea is composed of 3 national projects for a total volume of 54MEUR. Expertise France has chosen to install a country management team bringing together all project teams and a project support unit to represent the agency vis-à-vis partners and support the projects implementation.

As part of this Project Support Unit, Expertise France is recruiting **SECURITY & LOGISTICS MANAGER**

Mission description

The Security & Logistics Manager will work under the direct supervision of Head of Project Support Services (PSU) of Expertise France in Port Moresby Office and will coordinate closely with Country Director and follow the guidance of the Operations Security Department based at Expertise France's head office in Paris.

He/she will play key role in ensuring the effective and efficient support services in the areas of security management, logistics, transportation, events management, fleet management and liaison

Main Responsibilities:

a) Security Management (20%) – in coordination with the Regional Security Coordinator

- Support in developing and implementing Expertise France's security policies, protocols, and standard operating procedures (SOPs) in Jordan
- Conduct regular security assessments to identify risks, threats, and vulnerabilities to the organization's operations, staff, and assets as requested by the line manager
- Provide security briefings to staff, visitors, and stakeholders as required
- Monitor and analyse the security environment in the region, including updates on political, social, and economic developments that may impact operations
- Ensure the implementation of an effective communication and response systems for security incidents and emergencies
- Analyse security risks and plan and implement appropriate security measures
- Contribute to the definition of safety and security rules in close collaboration with the HQ Security of Operations Department and ensures their implementation (control and application) for the project.
- Assist with the implementation and monitoring of any directives issued by the the HQ Security of Operations Department.
- Ensure the collection, analysis and, where appropriate, dissemination of information relating to the security context.
- recommendations to the HQ Security of Operations Department and to the project team.
- Maintain a network of local actors and develop relations with the internal and external contacts required to carry out the mission.

b) Logistics Management

- Manage the logistics & transportation function in Port Moresby Office, including booking of transportation for staff members, consultants and HQ missions
- Liaise with the selected car rental service provider for planning purposes
- Coordinate the inventory of the office supplies and goods and stationery and alert the Procurement Manager when there is needs for replenishment
- Supervise the events planned by projects in Jordan including the venue booking and set up, supplies needed, services needed (such as translation, catering), transportation, communication needs in liaison with the relevant project manager
- Ensure that Expertise France Jordan Office is well maintained including but not limited to electricity and water supplies, first aid kits, security kits, etc.

c) Stakeholder Engagement

- Serve as the primary point of contact between Expertise France and local government authorities, law enforcement, and security agencies
- Facilitate the acquisition of required permits, approvals, and clearances for operational activities (e.g., project approvals, visas, travel permits)

- Represent Expertise France, following the request of the Country Director / Head of Support Services, in security-related forums, working groups, and coordination meetings
- Support the Support Services unit in legal issues such as VAT exceptions, registration of projects in certain ministries, facilitation letters, etc.
- Build and maintain relationships with other NGOs, UN agencies, and stakeholders to share security information and best practices

d) Coordination with and secondment of a project Events Coordinator

- Coordinate with the project logistics & events manager to ensure that all proposed events & travels are properly prepared from a security perspective, and that any accident or incident that may arise is responded to effectively from a security perspective
- Be able to second the project Events and Travel Coordinator in his/her absence

Required Profile

- A degree or master's in business administration with a focus on Logistics, Security and/or Liaison, Political Sciences, Public Administration and/or
- 8-10 years of expensive experience working in a security and logistics environment particularly in the international NGO or similar organisations
- Sound knowledge of international donors' procedures
- Good knowledge of local laws and regulations, as well as the local security environment in Papua New Guinea
- Previous experience working for development partners needed.
- Strong capacity to establish a network and raise appropriate alerts.
- Excellent interpersonal and communication skills; sense of diplomacy and coordination
- Good level of English (spoken and written); Tok Pisin (spoken and written), and Hiri/Polis Motu (spoken and written)
- Reliable and professional
- Ability to work autonomously and take rapid and appropriate decisions in an emergency
- Ability to handle confidential information
- Organised, rigorous and autonomous
- Dynamic, proactive, able to meet deadlines
- Proficient in the MS office suite
- Strong problem-solving skills.
- Team member, able to provide support to other team members if needed
- Driver's license (class 6).