# *Post Vacancy – 2026-08 - Job description*

- **Reference number:** **2026-08** (*to be quoted in all your communications*)
- **Office location**: Amman, JORDAN (Regional Office)
- **Geographic coverage:** MENA Region, Ukraine, Türkiye
- **Position**: Technical Assistant – **Regional Logistics Coordinator (RLC)**
- **Duration of assignment:** 4 years (contract of 1 year, renewable)
- **Deadline for application**: 22 November 2026
- **Start date**: 1 April 2027

## Job Description:

In order to facilitate and to maximise the impact of the humanitarian operations financed by the European Union in the MENA Region, Ukraine, Türkiye, the expert will be appointed to the post of Technical Assistant as **Regional Logistics Coordinator** (RLC) by the European Commission's Directorate General for European Civil Protection and Humanitarian Aid Operations (DG ECHO).

The Regional Office provides regional support to a wide range of humanitarian operations addressing man-made crises, including protracted crisis, active conflicts, forgotten crisis, large-scale refugee and IDP movements (including urban protracted refugee situations and mixed migration). The level of DG ECHO funding in the area covered is very considerable, with several hundred million of euros per years.

The RLC supervises all logistical matters for the field offices in the region(s) and is responsible for complex tasks, including establishment and management of field offices, fleet management, IT and telecommunication, inventory supervision, office works, office moves, responsibility for procurement procedures, logistics set up of security and protocol issues, emergency preparedness for the offices, expatriate housing. In addition, the RLC provides training for national staff. For their tasks, the RLC works under the guidance and supervision of the DG ECHO unit responsible for the Field Network as well as that of the unit responsible for IT as regards the ICT set-up. The RLC works also under the guidance of the Head of Regional Office in Amman, and in close collaboration with the respective Administrative Coordinators, national administrative and logistics staff, and with the heads of country office in the geographic area concerned.

The RLC plays a key role in the development and implementation of standardised DG ECHO logistics procedures in coordination with the field network colleagues. Under the aegis of the Field Network Unit, they are also expected to contribute to the further development of strategic approaches to field network management and related initiatives and tools.

The RLC will reinforce the DG ECHO field office in Amman, while maintaining flexibility to provide logistics and/or administrative support to other DG ECHO Regional or Country Offices, as required, to address temporary staffing gaps or to respond to unforeseen needs.

At the request of DG ECHO Headquarters, the expert may also be called upon to carry out missions linked to their specific responsibilities to other regions or to Brussels and should be prepared to react to a current or evolving crisis in any other region in the world.

https://civil-protection-humanitarian-aid.ec.europa.eu/where/middle-east_en

## Place of assignment:

The Regional Logistics Coordinator will be based in DG ECHO's Regional Office based in Amman, Jordan.

The Amman office comprises a team of 1 Head of Regional Office, 17 Technical Assistants, and 14 national staff.

**Candidates are deemed to be fully aware of the local living conditions, including inter alia information concerning security, health care, social acceptance of sexual orientation, gender identity and expression (SOGIE), employment opportunities for spouses, and accommodation provided, before applying.**

**Eligibility criteria for all DG ECHO field positions:**

Candidates should hold a higher education diploma (degree or masters level) or secondary school leaving certificate.

The candidate must have at least 3 years of professional experience in humanitarian aid with a minimum of 2 years' relevant experience in the area of expertise outside the European Union and other industrialized countries, other than their country of origin.

General DG ECHO language requirements: mastering English, French or Spanish as the mandatory first language. The second language must be different from the first language and must be one of the languages used in the humanitarian aid sector, namely French, English, Spanish, Arabic or Russian.

Only candidates who are citizens of one of the member states of the European Union, nationals of Switzerland, Norway, Liechtenstein, Iceland; or nationals of countries eligible for the European Union projects and programmes may apply. A full list of eligible nationalities is available on the DG ECHO website.

Please note that **nationals of the country where the post is based are not eligible**.

All candidates should possess a valid driving license.

**Only candidates registered in DG ECHO Field Staff Management (FSM) database can apply https://webgate.ec.europa.eu/echo/fsm/#/home. *The process involves two steps*:**

1) *Creating a username and password on EU Login Portal and configuring a two-factor authentication which is mandatory in order to access FSM. A detailed guide for external candidates is available on https://civil-protection-humanitarian-aid.ec.europa.eu/who/jobs-and-opportunities_en. If you encounter **login issues, please contact** EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu*
2) *Creating/updating your FSM profile if already registered (**do not duplicate profiles**). If you encounter **technical issues while editing your profile in FSM**, please contact ECHO-DEV-FSM@ec.europa.eu'*

**Requirements and assets for this specific position:**

DG ECHO's recruitment policy aims at respecting diversity, creating an inclusive working environment, maintaining gender balance. We apply a zero-tolerance policy on discrimination.

DG ECHO encourages recruitment of qualified women. Therefore, female candidates are strongly encouraged to apply and at equal merit between two final candidates, female candidates will be given priority.

To promote diversity and establish a geographically balanced pool of candidates, DG ECHO strongly encourages applicants from Member States which are currently underrepresented in the Field Network to apply. These Member States are currently Austria, Bulgaria, the Czech Republic, Estonia, Finland, Germany, Greece, Hungary, Latvia, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia and Sweden. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

Applicants may be subject to security-related background checks.

DG ECHO is participating in the Misconduct Disclosure Scheme (MDS) applicable to recruitment process within the Humanitarian Sector. The Scheme facilitates the sharing of information between employers regarding the absence of possible misconduct by employees (*i.e. sexual exploitation, sexual abuse or sexual harassment*). At a later stage of the recruitment procedure, shortlisting candidates will be requested to send to DG ECHO the contact details of HR representatives of all their employers during the last five years.

DG ECHO general language requirements: mastering of at least 2 languages: English or French as first language; French, English, Spanish, Arabic or Russian as second language.

Required qualifications and experience:

The candidate must have:

- At least 5 years of experience in logistics management and procurement in field-based humanitarian set ups
- At least 3 years of professional experience in humanitarian aid
- At least 2 years of relevant experience in the area of expertise outside the European Union and other industrialised countries, other than their country of origin.
- an excellent command of English (C1 level)

The candidate must have demonstrated experience in:

- Setting up and managing field offices, equipment (radio, ICT, satellite communication), expatriate accommodations and fleets in complex environments

The candidate must demonstrate the following competencies:

- Capacity building and knowledge sharing: Strengthening the skills and capacities of national staff and sharing knowledge
- Service-orientation: Demonstrating a strong service-oriented attitude
- Team player skills and proactivity: Working collaboratively and constructively with colleagues, contribution to a positive team environment and taking initiatives.

Assets:

- Administrative and financial management of field offices, including HR management
- Previous working experience in the MENA region or Ukraine
- Knowledge of EU public procurement
- Knowledge Arabic or Ukrainian

## *Application*

Interested candidates must send their application to echo-experts-jobs@ec.europa.eu

***Subject of the message:*** 2026-08 – Technical Assistant – **Regional Logistics Coordinator (RLC)**, Amman, Jordan

***With the following information:***

*- First Name:*

*- Surname:*

*- E- mail*

*- Phone number(s):*

*- FSM profile ID:*

*- Available from (dd/mm/yyyy):*

***Documents to be attached:*** *Curriculum Vitae and Motivation Letter (in English)*

***By sending your application with the requested personal details and documentation, you explicitly provide your consent for the processing of your personal data for recruitment-related purposes.***

**Only shortlisted candidates will be contacted by DG ECHO.**

**For information related to Data Protection and the processing of personal data for recruitment-related purposes, please consult the Specific Privacy Statement.**

**Deadline for sending application: 22/11/2026**