

## LM02000

### SUPPLY ACTIVITY MANAGER

Level 9

#### REPORTS TO (HIERARCHICAL)

Project Coordinator / Logistics Coordinator / Supply Chain Coordinator / Supply Chain Team Leader

#### REPORTS TO (FUNCTIONAL)

Logistics Coordinator / Supply Chain Coordinator (if any) / Supply Chain Team Leader

#### JOB FAMILY

Logistics and Supply

#### MAIN PURPOSE

Defining, coordinating and monitoring all activities related to one or more areas of the supply programme (Warehouse, Transport and Customs, Procurement, etc.) according to **MSF** protocols, standards and procedures in order to ensure an optimal running of the mission/project

#### ACCOUNTABILITIES

- In collaboration with the Logistics/ Supply Chain, Coordinator, STL and the Project Coordinator, defining the supply activities and planning the annual budget for the area of the supply programme under his/her responsibility in order to identify and optimize the response to the needs of the mission and the target population.
- Monitoring the implementation in the project of the supply activities ensuring compliance with **MSF** standards, protocols and procedures, and reporting to the Project Coordinator on the development of the supply programme under his/her responsibility. This can include one or more of the following areas:
  - Warehouse: Defining, coordinating and monitoring all Warehouse and Stock Management activities in the Mission.
  - Transport and Customs: Defining, coordinating and monitoring all activities related to the clearing and the transport of medical and non-medical goods for the Mission.
  - Procurement: Defining, coordinating and monitoring all procurement activities related to local, regional and international purchases of goods, transport, subcontracted works and services for the mission.
  - Any other supply activity
- Ensuring technical support for his area of activity and providing coaching to staff under his/her responsibility
- In collaboration with the Project Coordinator, Logistics Coordinator and the HR Coordinator, participating in the planning and implementation of HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required to correctly perform all supply activities pertaining to his area
- Participating in monthly reports according to guidelines
- Performing delegated tasks according to his/her speciality and as specified in his/her job description

#### EDUCATION

Secondary education, desirable warehouse management related studies, procurement, or certificate in clearing and forwarding or related fields

#### EXPERIENCE

- Essential at least two years of working experience in related activities.
- Desirable previous experience with **MSF** Logistics or Supply Department or other NGOs, and working experience in developing countries

#### LANGUAGES

**KNOWLEDGE**

Computer literacy, (for warehouse: mathematics, reporting and analytical skills)

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**COMPETENCIES**

- People Management and Development **L2**
  - Commitment to MSF Participles **L2**
  - Behavioural Flexibility **L3**
  - Results and Quality Orientation **L3**
  - Teamwork and Cooperation **L3**
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