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| **Title:** | WAREHOUSE MANAGER | |
| **Generic Function:** | SUPPLY ACTIVITY MANAGER | |
| **Code:** | LM02002 | |
| **Level:** | 9 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Logistics Coordinator or Supply Chain Coordinator / Supply Chain Team Leader |
| **Reports to (Functional):** | Logistics Coordinator or Supply Chain Coordinator /Supply Chain Team Leader |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Defining, coordinating and monitoring all Warehouse and Stock Management activities in the mission according to **MSF** protocols, standards and procedures in order to ensure an optimal running of the mission |

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| **Accountabilities** |
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| * In collaboration with the Supply Chain Team Leader defining the Warehouse and Stock Management activities and planning the annual budget in order to identify and optimize the response to the needs of the mission and the targeted population. * Monitoring the implementation of the Warehouse and Stock Management activities, following up of the medical and logistics stocks, ensuring compliance with **MSF** standards, protocols and procedures, and reporting to the line manager on the development of the ongoing programmes. This can include the following:   + Ensuring all equipment and premises are adapted to the proper storage of goods in compliance with the customer's requirements and Good Distribution Practices   + Ensuring that physical and administrative management of the products inside the warehouse are properly managed in conjunction with the owners of the stocks (SOPs, flow management, IS warehousing tool, inventories…)   + Ensuring the safety and the security for goods and people inside and outside the premises under his/her responsibility   + Analyzing monthly/quarterly warehouse data, identifying problems, and proposing solutions to line manager, owners of stocks and pharmacist * In collaboration with 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 * Ensuring technical support for his area of activity and providing coaching to staff under his/her responsibility. Managing his team and elaborating their activities planning (Warehouse supervisor, storekeepers and log-helpers.) * Participating in monthly reports according to guidelines * Performing delegated tasks according to his her speciality and as specified in his/her job description |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **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 |
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This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**