|  |  |  |
| --- | --- | --- |
| **Title:** | LOGISTICS SUPERVISOR | |
| **Generic Function:** |  | |
| **Code:** | LS03100 | |
| **Level:** | 6 | **(E)** |

|  |  |
| --- | --- |
| **Position in the Organization** | |
|  |  |
| **Reports to (Hierarchical):** | Logistics Manager / Technical Logistics Manager |
| **Reports to (Functional):** | Logistics Manager / Technical Logistics Manager |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

|  |
| --- |
| **Main Purpose** |
|  |
| Supervising the daily logistics activities and providing maintenance to the **MSF** equipment, facilities and infrastructures, according to **MSF** standards and protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission. |

|  |
| --- |
| **Accountabilities** |
|  |
| * Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment according to **MSF** standards * Ensuring the check and follow-up of facilities under the line manager's supervision through daily visits to the facilities and reporting any anomalies or problems, evaluation of the rehabilitation needs and following up minor building rehabilitation work according to supervisor's instructions; checking that premises observe security norms and monitoring the consumption of mechanical and electrical vehicles/machines/devices * Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to **MSF** standards * Coordinating and leading the logistics team under his/her responsibility which includes daily supervision, monitoring of the quality of work and the definition of each person's task, drawing up their working schedules; organizing and leading team meetings; participating in the recruitment of team personnel and attending logistics meetings and accounting for his activities * Ensuring the vehicle fleet maintenance which includes planning and overseeing timely preventive and curative maintenance of all project vehicles according to MSF standards and Instructing and monitoring drivers on correct driving habits and standard checks * Managing and following up orders which includes collecting logistics orders coming from different departments or health facilities; drawing up and following up orders according to the procedures in force; providing technical support to the storekeeper, makes local purchases according to **MSF** supply procedures and ensures reception conditions of freight or arriving material as well as the organization and setting up of materials before its shipment |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **Education** | Essential secondary education and formal technical training |
| **Experience** | At least one year in MSF or 2 years in a similar post out of **MSF** |
|  |  |
|  |  |
|  |  |

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.

|  |  |
| --- | --- |
| **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.**