
LC09300

DEPUTY COORDINATOR IN CHARGE OF LOGISTICS AND SUPPLY CHAIN

Level 12

Reports to (Hierarchical)

Logistics Coordinator or Supply Chain Coordinator

Reports to (Functional)

Logistics Coordinator or Supply Chain Coordinator

Job Family

Logistics and Supply Chain

Main Purpose

Supporting the Logistics Coordinator and the Supply Chain Coordinator through delegated tasks and responsibilities, replacing them in their absence in coordinating the logistics and supply chain activities in the mission. Participating and collaborating in the implementation of strategies and support to the country-based teams in accordance with MSF protocols, standards and procedures in order to enable the development of the programs and optimize the impact of the medical projects.

Accountabilities

- Participating actively in the definition and monitoring of annual project planning and budgets and the Emergency Preparation Plan, defining strategies and advising the Logistics Coordinator or Supply Chain Coordinator in the translation of the identified needs into objectives, priorities and resources needed for intervention
- Defining, monitoring, evaluating and ensuring the implementation of the strategies and overall logistics and supply activities in the country, suggesting adjustments where needed, according to MSF standards, protocols and procedures. This includes guaranteeing of the following:
- Supply chain management:
 - An efficient supply administration and provision of adapted tools to support the different supply chain activities
 - Standardization of procedures and working instructions related to warehousing, stock management and GSDP focusing on medical stocks and the interactions with the distribution points (in case of integration of medical stock under Supply)
 - Stability of supply activities within regular and emergency interventions of the concerned projects, and carrying out on-site visits on regular basis to offer a permanent support to the direct and indirect supply stakeholders
 - When delegated by the Supply Chain Coordinator, validates the selection of supply-related third parties. (suppliers, transport companies, freight forwarders,) proposed by the procurement officers, transport manager, together with the technical referents when needed
- Logistics:

- Construction and rehabilitation, transport, ICT, communications, vehicles and engines, equipment, installations and infrastructures, etc. Including the installation and maintenance of functional office space(s) and lodging facilities in an adequate living conditions and all the equipment required as well as the proper use and maintenance of IT computers, soft wares, backups, etc. and the communication tools and means in the mission
 - Water, health and sanitation activities
 - Planning, supervising and implementing, in close coordination with the HR Coordinator, the associated processes (recruitment, induction/onboarding, briefing/debriefing, learning needs assessment and detection of potential, learning & development solutions and internal communication) of the staff under their responsibility in order to ensure both the sizing and amount of knowledge required
 - Ensuring technical support to their team as well as to all other teams in the country
 - Representing MSF in meetings with authorities and other NGOs at the request of the Logistics Coordinator or Supply Chain Coordinator
 - Collaborating with the different departments, and various stakeholders (including supply centers, regional hubs, suppliers, authorities), ensuring alignment with common objectives and priorities, as well as respect of proper communication flows.
 - Conducting and participating in team meetings
 - Carrying out tasks delegated by the Logistics Coordinator or Supply Chain Coordinator, as specified in their job description or the back-up plan
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Education

Essential degree and specialization in Logistics/Supply Chain

Experience

- Essential in logistics or supply chain management (minimum 2 years) and in organization of supply administration and procedures.
 - Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits in accordance to the nature of the project).
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