
LC09200

LOGISTICS AND SUPPLY CHAIN COORDINATOR

Level 13

Reports to (Hierarchical)

Head of Mission

Reports to (Functional)

Cell/RST based Technical Referent in HQ/ Field support unit or technical referents at HQ

Job Family

Logistics and Supply Chain

Main Purpose

Defining and implementing all supply and technical logistics strategies and support to the mission, ensuring the pertinence and coherence of logistics and supply programmes, adequacy of the means provided and the compliance to MSF standard, protocols and procedures in order to enable the development of the mission in perfect working conditions and optimise the impact of the medical projects

Accountabilities

- Responsible for defining, implementing and revising the logistic/supply strategy of the country together with the coordination team according to the mission's context and the operational needs, in line with MSF's protocols, policies and guidelines.
- Participating actively in the definition and update of annual project and country planning, budgets and the Emergency Preparedness Plan, defining strategies and providing advice to the HoM in the translation of the identified logistical /supply chain needs into objectives, priorities and resources needed for the country.
- Responsible for defining and monitoring the technical aspects of the risk reduction policy, transport, communication, protection, identification and preparation of the technical aspects of the mission security policy and guidelines, evacuation plan and contingency plan, monitoring on a daily basis the security rules observation and reporting to the HoM of any problem. For this purpose, the Logistics and Supply Chain Coordinator will have to create an appropriate environment to facilitate exchange of information on security situation and will be the security back up in the absence of the HoM.
- Responsible for monitoring the implementation of logistics/supply activities in the mission (construction and rehabilitation, stock and supply of medical and non-medical material, transport, communications, water and sanitation, vehicles and engines, equipment/installation and infrastructures, etc.) ensuring compliance of MSF standards, protocols and procedures, national regulations, as well as optimization of resources.
- Performing regular assessments of the supply chain (including visit to projects), conducting audits and inspections to ensure compliance with quality assurance requirements.
- Representing MSF in meetings with authorities and other NGOs
- Acting as a focal point for definition, planning and implementation of intersection projects (mutualization, integrations, merging) and ensuring communication with various stakeholders and participating in the drafting / revision of the MoU / SLA of the country.

- Final responsible for selection of the supply related third parties (suppliers, transport companies, freight forwarders, etc.) together with the technical referents when needed.
 - Coordinating and coaching a diverse team across various logistics and supply sections. Responsible for the proper application of HR policies and associated processes (recruitment, induction/onboarding, feedback process,, learning needs assessment and detection of potential, learning & development solutions and internal / external communication) in order to ensure both the sizing and the amount of knowledge required for the activities they are accountable for
 - Responsible for ensuring technical reference and support for all logistics/supply issues in the country
 - Responsible for ensuring installation and maintenance of functional office space(s) and lodging facilities in an adequate living condition as well as all the equipment required
 - Responsible for ensuring the proper use and maintenance of IT (computers, software, backups, etc.) and communication tools as well as the communication means in the Mission (including numbers, frequencies), allowing permanent communication between capital, projects, bases and HQ. Ensuring all staff in the Mission benefits from proper training on how to use communications equipment available in the Mission (e.g. satellite phones, HF/VHF radios, computers, etc.).
 - Coaching staff under their supervision in data management and ensuring the availability and consistency of supply chain data.
 - Coaching staff under their supervision in information and knowledge management, fostering autonomous use of MSF's knowledge repositories, collaborative spaces, and standard information management systems. Keeping accurate and updated information on activities, especially regarding orders and stocks (expiry dates, security level, pipeline and lead times).
 - Enforcing data and record management policies and procedures to uphold transparency, accountability, and traceability within logistics and supply chain operations. Overall responsible for the availability and rationalization of country logistics and supply guidelines and SOPs.
 - Monitoring and reporting on contextual developments, potential risks, as well as the performance (through KPIs) and budget of logistics and supply chain activities, in accordance with guidelines and procedures. Consulting focal points of other departments (Finance, Legal, Medical...) to propose reorientation strategies and mitigation measures, when required.
 - Collaborating with the different departments, and various stakeholders (including ESC, suppliers, authorities), ensuring alignment with common objectives and priorities, as well as respect of proper communication flows.
 - Conducting and participating to team meetings
 - Carryout out tasks delegated by the line manager, and acting as back-up when required, in accordance with the back-up plan.
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Education

Essential degree and specialization in Logistics/Supply Chain and MSF Logistics and Supply training

Experience

- Essential, working experience of at least two years in relevant jobs and previous humanitarian experience in MSF or other NGOs in developing countries.
 - Desirable previous experience in emergencies
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