
LM09200

LOGISTICS AND SUPPLY CHAIN MANAGER

Level 9

Reports to (Hierarchical)

Project Coordinator (if in project), Logistics Coordinator/Supply Chain Coordinator/Logistics & Supply Coordinator (if at country/capital level)

Reports to (Functional)

Logistics Coordinator & Supply Chain Coordinator

Job Family

Logistics and Supply

Main Purpose

Planning, coordinating and monitoring all logistics and supply chain related activities in the project or capital and providing support to medical assistance activities, according to MSF protocols and standards in order to ensure an optimal running of the project or programs.

Accountabilities

- Defining and following-up of logistics and supply activities in the project or capital, in conjunction with medical internal stakeholders in order to identify and give a response to the needs of the targeted population
- Ensuring and monitoring the implementation of logistics/supply chain activities in the project/capital including the following:
 - Logistics: (construction, transport of goods and staff, communications, water and sanitation, vehicles and engines, equipment/installation and infrastructures, communications, installation and maintenance of functional office space(s) and lodging facilities for international staff in adequate living conditions)
 - WHS: implementation of water, health and sanitation activities
 - Supply chain management: demand planning, procurement, order management and purchasing, warehousing and stock management/GSDP, transport/freight management and distribution, user service management, and customs (when applicable). Ensuring compliance with regulations and MSF standards while optimizing resources
- Defining and monitoring technical aspects of the project risk reduction policy, transport, communication, protection, identification and preparation of the technical aspects of the project security policy and guidelines, evacuation plan and contingency plan, performing day-to day monitoring of the application of security rules and reporting to the Project Coordinator/line manager any problem that may arise. For this purpose, the Logistics & Supply Chain Manager will have to create an appropriate environment to facilitate security exchange of information.
- Implementing all administrative related activities linked to logistics and supply (orders, insurances, contracts, etc.).
- Managing and coaching a diverse team across various logistics and supply sections. Participating in the planning and implementation, together with the country coordination team, the HR associated processes (recruitment, induction/onboarding, briefing/debriefing, feedback process, learning needs assessment and detection of potential, learning & development solutions, and internal communication) of the logistics and Supply staffs in the project/capital in order to ensure both the sizing and the amount of knowledge

required to correctly perform all logistics and supply activities.

- Ensuring technical reference for all logistics/supply issues in the project/capital and providing coaching to logistics and supply chain staff under their responsibility.
- Ensuring all staff in the project/capital is properly briefed about use of communication tools (handsets, HF/VHF, 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)
- Assisting in the monitoring and reporting of contextual developments, as well as logistics and supply chain activities, in accordance with guidelines and procedures.
- Conducting and participating in team meetings.
- Carry out tasks delegated by the line manager, and acting as back-up when required, in accordance with the back-up plan.

Education

- Essential secondary education and technical diploma or technical university degree, preferably as an engineer, is an asset
- Essential degree and specialization in Logistics/Supply Chain is an asset

Experience

Essential at least two years of working experience in logistics related activities. Desirable previous experience with MSF or other NGOs, and working experience in developing countries.

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