
LM09100

LOGISTICS AND SUPPLY CHAIN TEAM LEADER

Level 11

Reports to (Hierarchical)

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

Reports to (Functional)

Logistics Coordinator and Supply Chain Coordinator

Job Family

Logistics and Supply Chain

Main Purpose

Ensuring the correct planning, implementation and monitoring of the logistics and supply chain activities and programs in the project or capital and coordinating human and material related resources needed, in accordance with MSF standards and protocols in order to contribute to the proper development of the programs and to optimize the impact of the medical projects.

Accountabilities

- In collaboration with the line and functional managers, defining, implementing and monitoring logistics and supply activities and when needed, the logistics and supply chain operational priorities, according to MSF plan, standards and protocols.
- Participating in the development of the policies, annual plans, proposals, and budget review, as well as exploratory missions/situation assessments and supporting the activities of the project/capital with resources, procedures and tools defined with the Logistics Coordinator and the Supply Chain Coordinator, in order to facilitate achievement of the operational objectives
- Ensuring the implementation and monitoring of one or more/all of the following 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)
 - Defining objectives of the supply sections under their responsibility, according to the global supply strategy and making sure that objectives of the different departments are in line
 - Conducting audits and inspections to ensure compliance with quality assurance requirements
 - Ensuring compliance with regulations and MSF standards while optimizing resources
 - Logistics:

- Installation and maintenance of functional office space(s) and lodging facilities in the project/coordination in an adequate living condition as well as all the equipment required,
- Management of the logistics of the material resources for the project/coordination, under the supervision of the line manager and the technical adviser
- Implementation of support activities (communications, electricity, transport, construction, restoration, etc.) and any other logistical activities required to achieve the medical objectives
- Implementation, management and monitoring of the application of necessary reporting tools for logistic activities
 - WHS: implementation of the water, health and sanitation activities
- Coordinating, organizing, supervising, coaching and providing technical support to the logistics and supply team members in order to improve the logistics and supply components of the project/capital
- Managing and coaching a diverse team across various logistics and supply sections. Planning and supervising, in close coordination with the line manager and HR department, the associated processes (recruitment, induction/onboarding, feedback process, learning needs assessment and detection of potential, learning & development solutions and internal / external communication) of the logistics and supply staffs at project/capital level in order to ensure both the sizing and the amount of knowledge required, improve people capabilities.
- Participating in the implementation of the technical choices, policies and logistics procedures defined by the line manager in the Project/Country Security Policy. Ensuring compliance with them, the correct use and maintenance of tools and documents for logistical monitoring. In the absence of the Project Coordinator and at the request of the Head of Mission, overseeing security
- Ensuring the availability and consistency of supply chain data
- 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
- Monitoring and reporting on contextual developments, potential risks, as well as the performance and budget of logistics and supply chain activities, in accordance with guidelines and procedures.
- Collaborating with the different departments, and various stakeholders, ensuring alignment with common objectives and priorities.
- 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.

Education

- Essential Secondary Education.
- Essential degree and specialization in Logistics/Supply Chain

Experience

- Essential: Working experience of at least two years in relevant jobs and previous humanitarian experience in MSF or other NGOs in developing countries, managing large teams. Desirable previous experience in emergencies
 - Desirable: Proven understanding of MSF Field Logistics
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