|  |  |  |
| --- | --- | --- |
| **Title:** | TRANSPORT & CUSTOMS OFFICER | |
| **Generic Function:** | SUPPLY ACTIVITY OFFICER | |
| **Code:** | LT03601 | |
| **Level:** | 5 | **(E)** |

|  |  |
| --- | --- |
| **Position in the Organization** | |
|  |  |
| **Reports to (Hierarchical):** | Supply Chain Supervisor /Supply Activity Supervisor/Supply Chain Officer |
| **Reports to (Functional):** | Supply Chain Supervisor /Supply Activity Supervisor/Supply Chain Officer |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

|  |
| --- |
| **Main Purpose** |
|  |
| Performing the day to day activities and administrative processes for the clearance and transportation of medical and non-medical goods for a particular supply office (coordination or project level) according to **MSF** protocols and standards in order to ensure the optimal running of the mission/project |

|  |
| --- |
| **Accountabilities** |
|  |
| * Performing the day to day activities and administrative processes to ensure an efficient running of the clearance and transportation processes of medical and non-medical goods for a supply office (coordination or project) following the supply procedures according to **MSF** standards and protocols. Including the following activities:   + Managing and planning, in collaboration with the line Supervisor and the Warehouse Supervisor, the shipment of goods between the projects and/or from the capital to the projects choosing the best possible means of transport   + Being responsible for the reception of international freight and its forwarding to the field.   + Being responsible for all customs and administrative related issues   + Regularly assessing the local transport market (companies, prices, services, delays,…), and proposing different third party providers for validation * Performing delegated tasks according to his / her activity and as specified in his/her job description |

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

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **Education** | Essential secondary education |
| **Experience** | At least 2 years' experience in supply chain related jobs or in the logistics department |
|  |  |
|  |  |
|  |  |

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.**