|  |  |
| --- | --- |
| **Title:**  | SUPPLY CHAIN OFFICER |
| **Generic Function:**  |  |
| **Code:** | LS02900 |
| **Level:** | 7 | **(E)** |

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

|  |
| --- |
| **Main Purpose** |
|  |
| Organizing and supervising the daily supply chain activities and the teams associated, in the coordination or project level, according to **MSF** protocols and standards in order to ensure the optimal running of the mission |

|  |
| --- |
| **Accountabilities** |
|  |
| * Supervising and organizing the daily activities of the Supply Chain team, including Supply Supervisors, and ensuring they perform the tasks linked to their role
* Being responsible for the order, purchase, stock and freight management in the coordination or in the project level, monitoring and ensuring an efficient implementation of the overall daily supply chain activities
* Monitoring and ensuring a smooth running supply administration and the respect of the implemented supply procedures, proposing adjustments where needed.
* Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data
* Communicating with customers, keeping them up to date concerning their orders status (BO confirmation) and prioritizing procurement and transport according to their needs
* Collecting claims from the field, analysing causes and making corrective actions.
* In collaboration with the Supply Supervisor (if any) and in coordination with the HR department, supervising the associated processes (recruitment, training/induction, briefing/debriefing, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
* Informing the Logistics / Supply Manager in case of any major issue and draws-up all required reporting, in order to keep updated and reliable information that will help in decision-making
* Performing any other tasks within the scope of his role, as directed by supervision and according to the needs of the mission
 |

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

|  |
| --- |
| **Requirements** |
|  |  |
| **Education** | Essential degree and specialization in Logistics/Supply Chain |
| **Experience** | * Essential in 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)
 |
| **Languages**  | Mission language essential. Local language desirable |
| **Knowledge** | Essential computer literacy (word, excel, internet) |
| **Competencies** | * Results and Quality Orientation **L2**
* Teamwork and Cooperation **L2**
* Behavioural Flexibility **L2**
* Commitment to MSF Principles **L2**
* Stress Management **L3**
 |

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.**