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| **Title:**  | MISSION SUPPLY CHAIN MANAGER |
| **Generic Function:**  |  |
| **Code:** | LM01400 |
| **Level:** | 10 | **(E)** |

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| **Position in the Organization** |
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| **Reports to (Hierarchical):** | Logistics Coordinator / Supply Chain Coordinator (if any) |
| **Reports to (Functional):** | Logistics Coordinator / Supply Chain Coordinator (if any) |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Defining supply strategies and coordinating the implementation of an efficient mission supply chain , according to MSF protocols and standards in order to ensure the optimal functioning of the mission |

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| **Accountabilities** |
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| * Proposing a supply strategy for the mission or the revision thereof, to the coordination team for validation, according to the mission’s context and the operational needs
* In line with MSF’s protocols, policies, standards and guidelines, ensuring the implementation, monitoring and evaluation of the validated mission supply strategy under the Supply Chain or Logistics Coordinator’s responsibility
* Defining and ensuring the implementation of the overall supply procedures, of an efficient supply administration and providing adapted tools to support the different supply activities. Guaranteeing the standardisation of warehouse management focussing on medical stocks and the interactions with the distribution points
* Acting as a permanent auditor of the supply chain: as such, monitoring the different supply processes as well as the use of the tools and the accurate execution of the supply procedures, proposing adjustments where needed. Ensuring the stability of supply activities within regular and emergency intervention of the concerned projects
* Evaluating the HR set-up related to supply (team sizes, JD, organigrams, division of tasks and responsibilities) and managing the different supply teams in the mission (Coordination + Project) and participating in the selection, the follow-up (training-coaching) and evaluation of the staff under his supervision
* Offering a permanent technical support to the supply teams as well as to all other departments in the mission (Fin, Med,)
* Managing field visits on regular basis to offer a permanent support to the direct and indirect supply stakeholders
* Validating the use of the supply related third parties (suppliers, transport companies, freight forwarders, etc.) proposed by the procurement officers, transport manager together with the technical referents when needed
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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** |
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| **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** equipments and kits in accordance to the nature of the project).
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| **Languages**  | Mission language essential, local language desirable |
| **Knowledge** | Computer literacy |
| **Competencies** | * People Management and Development **L2**
* Commitment to MSF Principles **L2**
* Behavioural Flexibility **L3**
* Result and Quality Orientation **L3**
* Teamwork and Cooperation **L3**
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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.

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| **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.**