LM01700G
DEPUTY LOGISTICS TEAM LEADER

Level 10

Reports to (Hierarchical)
Logistics Team Leader

Reports to (Functional)
Logistics Team Leader

Job Family
Logistics and Supply

Main Purpose
Supporting the Logistics Team Leader through delegated tasks and responsibilities, replacing him/her in his/her absence and participating in the correct planning, implementation and monitoring of the logistics activities and programs in the project, according to MSF protocols, standards and procedures in order to contribute to the proper development of the mission and to optimize the impact of the medical projects

Accountabilities
- Participating actively in defining, implementing and monitoring logistics activities and when needed, the logistics operational priorities, according to MSF project plan, standards and protocols.
- Supporting the Logistics Team Leader in the development of the policies, annual plans, proposals, and budget review, as well as in exploratory missions/situation assessments according to the resources, procedures and tools defined in order to facilitate achievement of the operational objectives
- Supporting the Logistics Team Leader in the implementation and monitoring of one or more/all of the following activities:
- Supply: Implementation and maintenance of an appropriate supply chain for the Project. Logistics: Installation and maintenance of functional office space(s) and lodging facilities in the project in an adequate living condition as well as all the equipment required, Management of the logistics of the material resources for the Project, 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
- Providing support in coordinating, organizing, supervising and coaching the logistics team members in order to improve the logistics components of the project
- Providing support in planning and supervising the associated HR processes (recruitment, training, induction, performance evaluation, development and internal / external communication) of the logistics staff of the project in order to improve people capabilities and ensure both the sizing and the amount of knowledge required
- Supporting the Logistics Team Leader in the implementation of the technical choices, policies and logistics procedures defined by the line manager in the Project Security

Policy, ensuring compliance and the correct use and maintenance of tools and documents for logistical monitoring.

Education

- Essential Secondary Education

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

Languages

- Essential mission language, local language desirable

Knowledge

- Essential computer literacy (word, excel and internet)

Competencies

- People Management and Development **L2**
- Commitment to MSF Principles **L2**
- Behavioural Flexibility **L3**
- Results and Quality Orientation **L3**
- Teamwork and Cooperation **L3**

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