LM02101
SUPPLY FIN HR MANAGER

Level 9

Reports to (Hierarchical)
Project Coordinator

Reports to (Functional)
Logistics or Supply Coordinator / Finance Coordinator/ HR Coordinator

Job Family
Logistics and Supply

Main Purpose
Planning, coordinating, and monitoring all supply chain, administration and finance related activities in the project according to MSF protocols, standards and policies, in order to optimize the mission's response to the needs of the target population and ensure an optimal running of the project

Accountabilities
- Establishing, planning and supervising in close collaboration with the PC and the LogCo or SupplyCo and/or HRCo / FinCo / AdminCo, the supply/ HR/ Fin/Admin activities, and the budget planning, as required in the project in order to identify, respond and ensure the present and future needs of the project
- Monitoring the implementation of the following activities in accordance with MSF procedures and guidelines:

Supply:

- Coordinating, in close collaboration with the Medical referent in the project and the LogCo, the supply chain processes and systems (order processing, reception, storage, packing and management of stocks, cold chain, procurement systems), keeping accurate and updated information on stocks (expiry dates, security level, pipeline and lead times) in order to ensure availability of all the medical and non-medical material and related services under optimal conditions.
- Supervising administration related activities, in close relation with the Finance-Admin Manager and in accordance with the MSF purchasing and payment procedures for the mission, anticipating short term needs and asking for necessary transfers or withdrawals, the cash management processes in order to ensure liquidity needs and an accurate handle.

Finance/Admin:

- Carrying out administration related activities, in close relation with the Finance-Admin Manager, the accountancy, general ledger and reporting activities, supervision of payments to suppliers, internal or external, and personnel, ensuring taxes and national social insurances compliance, transparency on accountancy as well as coherent information on service supply chain processes

- Tracking administrative employment contracts for national staff, updating the existing database to comply with local labour regulations, coordinating and supervising procedures for payroll, controlling the payment of overtime and the closing of the monthly payroll. Preparing declarations form for monthly taxes and employee/employer social security contributions, creating a file containing all data to comply with legal regulations

HR:

- Planning and supervising, in close coordination with HR department the associated processes (recruitment, training/induction/briefing, evaluation, potential detection, etc.) of the national staff under his/her responsibility as specified by the line manager and the administrative and logistic processes (end of contract, accommodation, extension of mission, early return, etc) of the international staff of the project in order to ensure an efficient staff sizing, facilitating its reception, movements and legal compliance
- Participating in monthly reports according to guidelines (SitReps, logistical statistics, etc)

Education

- Essential, secondary education

Experience

- Essential, 2 years of previous working experience in related activities. Desirable, previous experience in humanitarian aid

Languages

- Essential, Mission working language

Knowledge

- User level knowledge of MS

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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