LS02700G
ASSISTANT PROJECT SUPPLY CHAIN MANAGER

Level 8

Reports to (Hierarchical)
Project Supply Chain Manager

Reports to (Functional)
Deputy Coordinator in charge of Supply Chain

Job Family
Logistics and Supply

Main Purpose
Supporting the Project Supply Chain Manager through delegated tasks and responsibilities, participating in defining, coordinating and monitoring the supply chain activities (project or capital) according to MSF protocols, standards and procedures in order to ensure the optimal running of the project

Accountabilities
- Supporting actively the Project Supply Chain Manager in the definition and update of the site (project or capital) annual planning and budgets through the definition/revision of the site supply support according to the context and the operational needs, in line with MSF's protocols, standards and procedures; and ensures its implementation, monitoring and evaluation
- Participating in the definition of the HR set-up related to supply (team sizing, organization charts, job descriptions, division of roles, tasks and responsibilities), assisting the Project Supply Chain Manager in the management of the site supply team (hierarchically and functionally) and participating in the selection, the follow-up, the support (training-mentoring-coaching), the evaluation and the development of the staff supervised.
- Supporting the stability of the supply activities within regular and emergency intervention of the site; proposes strategic adjustments and resources (re)allocation when needed.
- Implementing the defined standardization of order, procurement, transport and delivery management. For warehouse management (including Eprep) focus on medical stocks and their interactions with the distribution points.
- Managing sub-sites visits on regular basis to offer a permanent support to the direct and indirect site supply stakeholders.
- Supporting the offer of a permanent technical support to the supply teams as well as to all other departments in the site (Ops, Med, Log, Fin, HR, , ...)
- Assessing, measuring and reporting, to the Project Supply Chain Manager, the implementation of the overall site supply chain management and, as a permanent guarantor,

ensuring an efficient supply administration by providing adapted supply processes, procedures and tools to support the different activities.

- Participating in the validation of the supply related third parties (suppliers, transport companies, freight forwarders...) proposed by the supply and procurement supervisors together with the technical referents when needed

Education

- Essential diploma and specialization in Logistics/Supply Chain Management. (degree desirable)
- Essential in supply chain management (minimum 1 year) or in organization of supply administration and procedures

Experience

- Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits in accordance to the nature of the site)
- Work experience with other NGOs and in developing countries desirable

Languages

- Mission working language essential. Local language desirable

Knowledge

- HR Management
- Computer literacy

Competencies

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

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