LS03200
SUPPLY ACTIVITY SUPERVISOR

Level 6

Reports to (Hierarchical)
Supply Manager/ Logistics Manager / Supply Chain Officer / Supply Chain Team Leader

Reports to (Functional)
Supply Manager / Logistics Manager / Supply Chain Officer / Supply Chain Team Leader

Job Family
Logistics and Supply

Main Purpose
Planning and supervising the execution of supply activities in the project for one or more areas of the supply programme (Warehouse, Procurement, Transport and Customs, etc.) according to **MSF** protocols and standards in order to ensure the optimal functioning of the mission

Accountabilities
- Ensuring an effective running of the supply activities in the project on a day to day basis as specified by the line manager, ensuring compliance to MSF standards, protocols and procedures. The activities can include one or more of the following areas:
  - Warehouse: Planning and supervising the execution of the Warehouse and Stock Management activities in the project or capital ensuring sufficient stock for the effective functioning of the supply activity to avoid stock ruptures, losses and excess stocks in the mission, controlling and monitoring the medical and non-medical stocks and assets and ensures that storage is carried out under optimum conditions.
  - Procurement: Planning and supervising the procurement activities in the project or capital ensuring an efficient and on-time purchasing.
  - Transport and Customs: Planning and Supervising the execution of all activities related to an efficient clearance and shipment of goods in the mission ensuring the clearing and the transport of medical and non-medical goods of the mission
  - Other supply activities
- Communicating with customers, keeping them up to date concerning their order status and prioritizing procurement and transport according to their needs
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, 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
- Ensuring smooth running of administration and procedures related to his/her supply activity(ies)
- Performing delegated tasks according to his/her speciality and as specified in his/her job description

Education

Essential technical diploma, in supply chain

Experience

1-2 years in **MSF** Logistics Department, previous experience in supply chain activities related jobs

Languages

Essential mission language. Desirable local language

Knowledge

Computer literacy

Competencies

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

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