LS03204
TRANSPORT AND CUSTOMS SUPERVISOR

Level 6

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

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

Job Family
Logistics and Supply

Main Purpose
Planning and supervising the day to day implementation of procedures and administrative processes for the efficient clearance and transportation of medical and non-medical goods in the mission according to **MSF** protocols, standards and procedures in order to ensure the optimal functioning of the mission

Accountabilities
- Planning and supervising the day to day activities and administrative processes to ensure an efficient running of the clearance and transportation processes of medical and non-medical goods for a supply office (coordination or project), ensuring compliance of **MSF** standards, protocols and procedures. These activities include but are not limited to the following:
  - Acting as a forwarding agent for the mission by ensuring all the importation process in liaison with clearing agents through follow-ups of all importation process in order to release the goods as fast as possible; following up on the MOU and liaising with Ministry of Finances and others for taxes exemption. Being the focal person of the Ministry of Health for the import license by providing all the details on the content of the importations
  - Conducting local context watch and proposing best routing for local transport taking in consideration nature of goods and timing and participates in the network for cargo transportation possibilities with the others sections. Organizing regular market consultations and tenders on transport local market (Road , Air ...)
  - Being responsible for the reception of international freight
  - Planning, prioritizing and organizing the shipment of goods purchased locally and managing all related administration documents
  - Communicating with customers, prioritizing transport according to their needs.
- Coordinating and leading the team under his/her responsibility including the daily workers, defining each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule and organizing and leading team meetings
- 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
- Performing delegated tasks according to his her speciality and as specified in his/her job description

Education
Essential technical diploma, in supply chain or transport

Experience
At least 2 to 3 years' experience in the supply department

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**

Generated at 2026-11-03 03:00:52 +0000

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