LC00602
DEPUTY COORDINATOR in charge of SUPPLY CHAIN

Level 12

Reports to (Hierarchical)
Logistics Coordinator or Supply Chain Coordinator

Reports to (Functional)
Logistics Coordinator or Supply Chain Coordinator

Job Family
Logistics and Supply

Main Purpose
Supporting the Logistics Coordinator or the Supply Chain Coordinator through delegated tasks and responsibilities, replacing him/her in his/her absence in coordinating the supply chain activities in the mission and participating and collaborating in the implementation of strategies and support to the field in accordance with MSF protocols, standards and procedures in order to enable the development of the mission and optimize the impact of the medical projects

Accountabilities
- Participating actively in the definition and monitoring of annual project planning and budgets and the Emergency Preparation Plan, defining strategies and advising the Logistics Coordinator or Supply Chain Coordinator in the translation of the identified needs into objectives, priorities and resources needed for intervention
- Defining, monitoring, evaluating and ensuring the implementation of the strategies and overall supply activities in the mission, making adjustments where needed, according to MSF standards, protocols and procedures. This includes guaranteeing of the following:
  - An efficient supply administration and provision of adapted tools to support the different supply activities
  - Standardisation of warehouse management focusing on medical stocks and the interactions with the distribution points. (in case of integration of medical stock under Supply)
  - Stability of supply activities within regular and emergency intervention of the concerned projects and manages field visits on regular basis to offer a permanent support to the direct and indirect supply stakeholders
  - Validation of the use of the supply related third parties (suppliers, transport companies, freight forwarders,) proposed by the procurement officers, transport manager, together with the technical referents when needed
- Planning, supervising and implementing, in close coordination with the HR Coordinator, the associated processes (recruitment, training, briefing/debriefing, performance evaluation, detection of potential, development and internal communication) of the staff under his/her responsibility in order to ensure both the sizing and amount of knowledge required
- Ensuring technical support to his/her team as well as to all other teams in the mission

- Representing MSF in meetings with Authorities and other NGOs at the request of the Logistics Coordinator or Supply Chain Coordinator
- Performing tasks delegated by the Logistics Coordinator or Supply Chain Coordinator, as specified in his/her job description

Education

Essential degree and specialization in Logistics/Supply Chain.

Experience

- Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures.
- Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipments and kits in accordance to the nature of the project).

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