LM02300
FLIGHT MANAGER

Level 9

Reports to (Hierarchical)
Logistics Coordinator / Technical Logistics Coordinator

Reports to (Functional)
Logistics Coordinator / Technical Logistics Coordinator

Job Family
Logistics and Supply

Main Purpose
Planning, coordinating and monitoring all logistics activities in the project related to the air transport of materials, people and other resources with **MSF**'s aircraft, according to **MSF** standards and protocols, in order to give an optimal distribution service to the missions and projects requiring it in terms of quality and time

Accountabilities
- In collaboration with the LogCo / Technical LogCo, planning, establishing and reviewing the activities related to air transport including its annual budget in order to identify and give a response to the needs of the mission and the targeted population
- Monitoring and ensuring the implementation of the air transport activities in the mission ensuring compliance to **MSF** standards, protocols and procedures. This includes the following tasks:
  - Planning and coordinating the monthly, weekly and daily schedule of the aircraft, in order to meet the different sections' needs, pilots duty hours, maintenance schedules and other factors
  - Organizing the execution of the flights, in order to ensure the smoothest running of the flight and the delivery of the cargo, by establishing the daily flight planning sheet, analysing and taking into account weather and security issues and managing the relationship with authorities and other internal and external agents involving the operations
  - Implementing at all times all safety procedures, in order to ensure the security of the activities around MSF's aircraft and informing the missions (crew and HoM) on weather reports and security environments/ issues as well as managing the medical and safety evacuations
- In collaboration with the LogCo / Technical LogCo and the HRCo, participating in the planning and implementation of HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required to correctly perform all logistics activities pertaining to his area
- Participating in monthly reports according to guidelines (SitRep, Logistics Statistical Report, etc.). Carrying out all administrative tasks, weekly and monthly reports with the flight time required by each section, the invoicing, etc., in order to keep the missions and cells informed about the running of the activity, its financial status and the

compliance of all contracts
- Performing delegated tasks according to his her speciality and as specified in his/her job description

Education

Degree and specialization in Logistics and Management, with technical and administrative knowledge

Experience

Proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits in accordance to the nature of the project)

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