LM02400
TECHNICAL LOGISTICS MANAGER

Level 9

Reports to (Hierarchical)
Project Coordinator (if in project) / Logistics Coordinator

Reports to (Functional)
Logistics Coordinator

Job Family
Logistics and Supply

Main Purpose
Planning, coordinating and monitoring all logistics related activities in the project or capital including all non-medical assistance related activities (shelter, food, water hygiene-sanitation and essential non-food items) and providing support to medical assistance activities, according to **MSF** protocols and standards in order to ensure an optimal running of the project

Accountabilities
- Assisting the Project Coordinator or Logistics Coordinator in the definition and follow-up of logistics activities in the project or capital, in conjunction with other medical project managers in order to identify and give a response to the needs of the targeted population in terms of construction, transport, communication, food, shelter, water and sanitation, and essential non-food items.
- Ensuring and monitoring the implementation of logistics/technical activities in the project / capital (construction, transport of goods and staff, communications, water and sanitation, vehicles and engines, equipment/installation and infrastructures, communications, etc.) ensuring compliance of **MSF** standards, protocols and procedures, and reporting to the Project Coordinator or LogCo on the development of the ongoing programs. This includes the following:
- Implementing all administrative related activities linked to logistics (orders, insurances, vehicle contracts, etc.).
- Participating in the planning and implementation, together with the Logistics Coordinator, the Project Coordinator and the HR Coordinator, the HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the logistics staff in the project / capital in order to ensure both the sizing and the amount of knowledge required to correctly perform all logistics activities.
- Ensuring technical reference for all logistics/technical issues in the project and providing coaching to logistics staff under his/her responsibility. Ensuring all staff in the Project is properly briefed about use of communication tools (handsets, HF/VHF, etc.).
- Ensuring installation and maintenance of functional office space(s) and lodging facilities for international staff in adequate living conditions
- Defining and monitoring technical aspects of the project risk reduction policy, transport, communication, protection, identification and preparation of the technical aspects of the project security policy and guidelines, evacuation plan and contingency plan, performing day-to day monitoring of the application of security rules and reporting to the

Project Coordinator any problem that may arise. For this purpose, the Project Logistics Manager will have to create an appropriate environment to facilitate security exchange of information.
- Participating in monthly reports according to guidelines

Education
Essential secondary education and technical diploma or technical university degree, preferably as an engineer

Experience
Essential at least two years of working experience in logistics related activities. Desirable previous experience with **MSF** or other NGOs, and working experience in developing countries

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