LS03201
SUPPLY CHAIN 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 execution of the supply chain activities in the project or capital (order, procurement, transport and customs and stock management) according to **MSF** protocols and standards in order to ensure the optimal functioning of the mission

Accountabilities
- Planning, coordinating, supervising and monitoring on a day-to-day basis the implementation of the supply activities in the project as specified by the line manager, ensuring compliance to **MSF** standards, protocols and procedures. Including the following tasks:
  - **Order management**: Responsible for the supply administration, the correct filing and archiving of supply database and the efficient processing and follow up of orders and requests
  - **Procurement**: Responsible for purchase management, in particular the follow up of purchases, preparation, together with the Logistics Manager, market assessments, contracts and supplier evaluations and communication with local suppliers for the status of purchase orders, claims and complaints
  - **Transport and Customs**: Ensuring the clearing and the transport of medical and non-medical goods of the mission and provide info on timelines regarding administrative procedures concerning, import, customs clearance, etc.
  - **Stock management**: Controlling quality and costs and the physical state of orders and determines the quantities of products to buy (volume) taking into account the demand and needs of the mission, the availability forecasts, delivery timelines, budget and other relevant factors and monitors stock levels related to monthly consumption figure, expiry dates, excess drugs and possible shortage in the capital
- Communicating with customers, keeping them up to date concerning their orders status (BO confirmation) and prioritizing procurement and transport according to their needs
- Coordinating and leading the team under his/her responsibility including the definition of each person's tasks (daily supervision and checking the quality of their work), drawing up working schedule
- 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

Education

Essential technical diploma, in supply chain

Experience

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

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