# LM02004
# TRANSPORT AND CUSTOMS MANAGER

**Level 9**

## Reports to (Hierarchical)
Logistics Coordinator/Supply Chain Coordinator / Supply Chain Team Leader

## Reports to (Functional)
Logistics Coordinator/Supply Chain Coordinator / Supply Chain Team Leader

## Job Family
Logistics and Supply

## Main Purpose
Defining, coordinating and monitoring all activities related to the clearing and the transport of medical and non-medical goods in the Mission according to **MSF** protocols, standards and procedures in order to ensure the optimal running of the Mission

## Accountabilities
- In collaboration with the Logistics/ Supply Chain Coordinator, Supply Chain Team Leader defining the Transport and Customs related procedures and planning the annual budget for Transport and Customs activities in order to identify and optimize the response to the needs of the mission and the targeted population.
- Monitoring the implementation of the Transport and Customs related procedures ensuring compliance with **MSF** standards, protocols and procedures. This includes the following:
  - Ensuring the clearing of goods and managing relations and customs regulations with clearing/forwarding agents, government and transporters. Collecting market information and updates on transport related issues and advising the supply unit, coordination and other actors on customs regulations and constrains. Conducting field visits to ensure understanding and communication between different actors
  - Planning and organizing transport with freight companies, managing Transit Go Down Stock and following and communicating all transport activities of the goods. Preparing assembles and monitoring the validity of all transport related documents (Freight Manifest, Release Notes, donation/gift certificate, Packing list, invoice, etc.) and ensuring that signed transport documents are returned with signature. Organizing deliveries/transport to the field according to their priority in terms of needs and being in charge of loading and offloading of trucks, ensuring that an **MSF** representative is present
  - Ensuring transport invoices are validated and sent to Project Supply Manager/Project Coordinator for signature and forwarded to Finance for payment
  - Analysing and managing any claims with suppliers or clients and payments to be kept on hold. Advising the finance department on time
  - Participating in the validation of freight companies and clearing agents and facilitating and following up duty and tax exemptions. Preparing transport contracts.
- Ensuring technical support and providing coaching to staff under his/her responsibility. Providing standardized/template transport documents and guidelines
- In collaboration with the LogCo and 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 supply activities pertaining to his area
- Preparing monthly report of indicators (figures, graphs and charts), providing quarterly analyses and participating in monthly Sitrep according to management guidelines
- Performing delegated tasks according to his her speciality and as specified in his/her job description

## Education
Basic (Certificate in clearing and forwarding or related field)

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

## Languages
Mission language and local language essential

## Knowledge
Computer literacy, (LX, excel, email, word)

## Competencies
- People Management and Development **L2**
- Commitment to MSF Participles **L2**
- Behavioural Flexibility **L3**
- Results and Quality Orientation **L3**
- Teamwork and Cooperation **L3**

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