LT03601
TRANSPORT & CUSTOMS OFFICER

Level 5

Reports to (Hierarchical)
Supply Chain Supervisor /Supply Activity Supervisor/Supply Chain Officer

Reports to (Functional)
Supply Chain Supervisor /Supply Activity Supervisor/Supply Chain Officer

Job Family
Logistics and Supply

Main Purpose
Performing the day to day activities and administrative processes for the clearance and transportation of medical and non-medical goods for a particular supply office (coordination or project level) according to **MSF** protocols and standards in order to ensure the optimal running of the mission/project

Accountabilities
- Performing the day to day activities and administrative processes to ensure an efficient running of the clearance and transportation processes of medical and non-medical goods for a supply office (coordination or project) following the supply procedures according to **MSF** standards and protocols. Including the following activities:
  - Managing and planning, in collaboration with the line Supervisor and the Warehouse Supervisor, the shipment of goods between the projects and/or from the capital to the projects choosing the best possible means of transport
  - Being responsible for the reception of international freight and its forwarding to the field.
  - Being responsible for all customs and administrative related issues
  - Regularly assessing the local transport market (companies, prices, services, delays,…), and proposing different third party providers for validation
- Performing delegated tasks according to his / her activity and as specified in his/her job description

Education
Essential secondary education

Experience

At least 2 years' experience in supply chain related jobs or in the logistics department

Languages

Essential mission working language and local language

Knowledge

Computer literacy

Competencies

- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**
- Behavioural Flexibility **L1**
- Commitment.to MSF Principles **L1**
- Service Orientation **L1**
- Stress Management **L2**

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