# LC00100
# LOGISTICS COORDINATOR

**Level 13**

## Reports to (Hierarchical)
Head of Mission / Head of Programmes

## Reports to (Functional)
Cell based Technical Referent in HQ/ Field support unit or technical referents at HQ

## Job Family
Logistics and Supply

## Main Purpose
Defining and implementing all supply and technical logistics strategies and support to the mission, ensuring the pertinence and coherence of logistics and supply programmes, adequacy of the means provided and the compliance to **MSF** standard, protocols and procedures in order to enable the development of the mission in perfect working conditions and optimise the impact of the medical projects

## Accountabilities
- Participating actively in the definition and update of annual project planning and budgets and the Emergency Preparation Plan, defining strategies and providing advice to the HoM in the translation of the identified logistical / technical needs into objectives, priorities and resources needed for the mission
- Responsible for monitoring the implementation of logistics/technical activities in the mission (construction and rehabilitation, stock and supply of medical and non-medical material, transport, communications, water and sanitation, vehicles and engines, equipment/installation and infrastructures, etc.) ensuring compliance of MSF standards, protocols and procedures, and reporting to the HoM on the development of the ongoing programmes and proposing reorientation strategies when needed. Provides reporting on projects/mission evolution from the technical/logistics perspective and propose corrections if needed
- Responsible for the proper application of HR policies and associated processes (recruitment, training, briefing/debriefing, evaluation, potential, detection, staff's development and internal communication) in order to ensure both the sizing and the amount of knowledge required for the activities he/she is accountable for
- Responsible for ensuring technical reference and support for all logistics/technical issues in the mission, providing coaching to logistics staff and representing MSF in meetings with Authorities and other NGOs for technical/logistics related issues
- Responsible for ensuring installation and maintenance of functional office space(s) and lodging facilities in an adequate living condition as well as all the equipment required
- Responsible for ensuring the proper use and maintenance of IT (computers, software, backups, etc.) and communication tools as well as the communication means in the Mission (including numbers, frequencies), allowing permanent communication between capital, projects, bases and HQ. Ensuring all staff in the Mission benefits from proper training on how to use communications equipment available in the Mission (e.g. satellite phones, HF/VHF radios, computers, etc.)
- Responsible for defining and monitoring the technical aspects of the risk reduction policy, transport, communication, protection, identification and preparation of the technical

aspects of the mission security policy and guidelines, evacuation plan and contingency plan, monitoring on a daily basis the security rules observation and reporting to the HoM of any problem. For this purpose, the Logistics Coordinator will have to create an appropriate environment to facilitate exchange of information on security situation and will be the security back up in the absence of the HoM

## Education

Essential degree and specialization in Logistics and MSF Logistics training

## Experience

Essential, working experience of at least two years in relevant jobs and previous humanitarian experience in MSF or other NGOs in developing countries. Desirable previous experience in emergencies

## Languages

Mission language essential; local language desirable

## Knowledge

Essential computer literacy (word, excel, internet)

## Competencies

- Strategic Vision **L2**
- Leadership **L2**
- People Management and Development **L3**
- Service Orientation **L3**
- Teamwork and Cooperation **L4**

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