LM01200G
ASSISTANT DEPUTY COORDINATOR SUPPLY CHAIN

Level 11

Reports to (Hierarchical)
Deputy Coordinator in charge of Supply Chain

Reports to (Functional)
Deputy Coordinator in charge of Supply Chain

Job Family
Logistics & Supply

Main Purpose
Supporting the Deputy Coordinator Supply Chain through delegated tasks and responsibilities and replacing him/her in case of absence, participating and collaborating in the definition and the implementation of the mission supply chain strategy and related field support according to MSF protocols, standards and policies in order to ensure an effective and efficient mission supply chain management

Accountabilities
- Participating actively in the definition and update of annual project planning and budgets through the definition/revision of the mission supply chain strategy.
- Defining and revising the mission supply strategy together with the coordination team according to the mission’s context and the operational needs, in line with MSF’s protocols, policies and standards; and ensures its implementation, monitoring and evaluation.
- Defining the HR set-up related to supply (team sizing, organization charts, job descriptions, division of roles, tasks and responsibilities), manages the different supply teams in the mission (hierarchical for Coordination + functional for Projects) and participating in the selection, the follow-up, the support (training-mentoring-coaching), the evaluation and the development of the staff hierarchically and functionally supervised.
- Ensuring the stability of the supply activities within regular and emergency intervention of the concerned projects; proposing strategic adjustments and resources (re)allocation where and when needed.
- Organizing and guaranteeing the standardization of order, procurement, transport and delivery management. For warehouse management (including Eprep) focus on medical stocks and their interactions with the distribution points.
- Managing field visits on regular basis to offer a permanent support to the direct and indirect mission supply stakeholders.
- Offering a permanent technical support to the supply teams as well as to all other departments in the mission (Ops, Med, Log, Fin, HR, , ...)

- Assessing, measuring and reporting, to the Coordination Team, the implementation of the overall mission supply chain management and, as a permanent guarantor, ensuring an efficient supply administration by providing adapted supply processes, procedures and tools to support the different activities.
- Validating the use of the supply related third parties (suppliers, transport companies, freight forwarders...) proposed by the Project Supply Chain Managers together with the technical referents when needed

Education

- Essential degree and specialization in Logistics/Supply Chain Management
- Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures

Experience

- Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment’s and kits in accordance to the nature of the project)

Languages

- Mission language essential; local language desirable

Knowledge

- HR Management

Competencies

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

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