

Job Profile Supply Manager

A Scope of responsibilities

Overall responsible by co-ordinating the appropriate, effective and efficient management of the Supply Chain activities for the mission in accordance with the MSF CH policy and standard

- Monitor and evaluate the existing Supply Chain Management (SCM) of the mission;
- Propose, to the coordination team, an adapted supply strategy integrating coordination team members stakes, objectives, specificities and constraints (inter-departmental strategy)
- Guarantee the respect and the implementation of the coordination team decisions; report to the Logistics Coordinator or LogCo (strategy and associated objectives = coordination team; means and methods = supply chain manager)
- Ensure the stability of supply activities within regular and emergency intervention of the concerned
- Ensure the implementation of standardized methods (human resources set-up & job descriptions, internal & external communication, processes and procedures, support doc., tools, reporting, field support/training, etc...)
- Ensure, with the Medical Coordinator or MedCo and the pharmacist, the integration of medical warehouses management (capital and projects) under logistics/supply responsibilities (requirements, implementation and timing)

B Operational / Technical responsibilities

Supplies

- Monitor and evaluate the existing SCM strategy (set-up, follow up, measure and report); in collaboration with the LogCo, considering the objectives, specificities, supply responsibilities and constraints of each coordination team members.
- Ensure the stability of standardization use on supply tools, especially on Logistics, at any step of the supply chain (capital & projects, procurement, central stock management, freight, transport).
- Elaborate the Mission Supply Guideline within key team members in the mission (capital and projects levels) and evaluate it in yearly basis together with coordination team (mainly with LogCo).
- Ensure the efficiency of supply management in the mission is implemented according the MSF guideline/procedures; within the regular mission activities and as well as during emergency.
- Advise the market assessment strategy and assist market study/assessment in the mission.
- Establish & maintain contact with other MSF section (in the country or regional) or other agencies, for a potential collaboration and exchange of resources and information on supply.
- Liaise with Finance Coordinator for any financial and donor constraint, that link with supply activities.

Management of Orders and purchases

- Ensure the team members in mission understood and respect the line of ordering procedures
- In keeping with operational needs: follow, update and redesign as appropriate the purchasing procedures in place for local supply, in order to obtain good quality items at the best possible price
- Prepare and maintain the supplier list (local and regional suppliers) accordingly in the database.
- Master procurement sources through local and regional market assessments
- Make a proper link between Supply and Finance, train the logistician on budget holder,
- Ensure the purchasing activities in the mission is implemented according to the MSF standard procedures
- Conduct the tender activities for the mission.



Stock management

- Ensure the warehouses are secured and storage sized according to the needs
- Ensure the proper stock management and warehouse organization according to MSF standard and policy.
- Provide advices on necessary means required for the stock management (HR, materials and equipment) at peripheral levels
- Define the different stocks at peripheral level (what? Who? Frequency of ordering)
- Define an Emergency Preparedness or Eprep stock strategy with the coordination team
- Ensure the inventory of MSF Asset is followed and updated accordingly (quarterly basis)

Freight and delivery

- Assess the local transport market and monitor prices of transporters.
- Ensure international, regional and national freight management
- If required (new country importation policy), update the mission importation procedure and International order chronogram.

Human Resources management

- Design a proper supply organization chart according MSF standards based on the principle: one project, including capital = one supply officer and his/her backup + a supply team
- Provides coaching, training and support to the whole supply actors (capital & projects; medical , logistic and finance).
- Ensure and train on the proper use of all MSF standard procedures and tools; supply related.
- Expatriates & national staff:
 - Evaluate the current supply organization chart size according to the mission stakes
 - Ensures individual follow-up of the supply staff (national and int'l): supports, coaching and evaluations (intermediary and end of mission)
 - If required, provide welcomes, briefs and debriefs for the new expat and new recruited national staff.
- Ensure trained backup for each supply position and especially for the supply officers

Administrative management

- Ensure efficiency of the supply administration (capital and projects) and the implementation of standard tools (especially for Logistics).
- Ensure all the supply documents are filed in the proper manner (capital and projects).
- Ensure supply documents are properly followed, according to the respected mission procedures, rules and guidelines.
- Evaluate and update clean all the Logistics databases (capital and projects).

Information

- Participate regularly to the logistic meetings, coordination, and medical and finance if necessary (capital and projects levels).
- Conduct regular supply meetings, analyze and solve communication barriers with other departments.
- Communicate regularly with direct line supervisor (LogCo) in order to ensure good understanding of each other's activities and priorities.



Reporting and communication

- Ensure submitted regular supply activity reports to the coordination team (monthly, quarterly, annual and other required reports).
- Ensure regular order monitoring to the coordination / project team (clients).
- Regular contact with the Mission Coordination members.
- Participate to the yearly Plan of Action or PoA and associated budgets and revisions.
- Immediately inform the line manager and/or technical adviser (in Geneva) of any information that has or could have an impact on Supply chain management.
- Immediately inform the line manager of any problems arising (related with supply issues) within the Mission.
- Provide field visit reports and adequate recommendations.