MEDECINS SANS FRONTIERES
ÄRZTE OHNE GRENZEN

Job profile Logistician

Scope of responsibilities

Support the activities of the Project with the resources, procedures and tools defined with the T&L Coordinator, in order to facilitate achievement of the operational objectives:

- Oversee the implementation of and compliance with MSF logistics procedures, policies and management tools; when necessary, propose improvements.
- Responsible for logistical and medical supplies to the Project.
- Manage and monitor the logistics of the material resources for the Project, under the supervision of the line manager and the technical adviser.
- Implement support activities (communications, electricity, transport) and any other logistical activities required to achieve the medical objectives (construction/restoration, water & sanitation, etc.).
- Coordinate the work of all the logistics teams, supervise their training and assessment

Responsibilities of the position

Logistics and Security

- Participate in the implementation of the technical choices, policies and logistics procedures defined by the line manager, and ensure compliance with them; ensure the correct use of tools and documents for logistical monitoring.
- Ensure implementation of the technical aspects of the Project risk reduction policy and the technical feasibility of the evacuation plan.
- Participate in preparing and/or updating the Project security policy.
- Participate in evaluating the material and human resources needed to carry out the logistical activities of the Project, in conjunction with the line manager and technical adviser.
- Assist the line manager and technical adviser with responding to emergencies, by:
    - Keeping his/her emergency stocks replenished;
    - Helping update the emergency preparedness plan (EPREP);
    - Providing a detachment of logistics staff without compromising normal activities.
- Participate in the preparation, updating and monitoring of the logistics budget, in conjunction with the Administrator.
- Ensure the proper use, monitoring, regular maintenance (in accordance with the MSF standards) and protection of all Project infrastructures, installations and equipment, particularly by establishing and supervising security measures/rules (theft, fire, etc.).
- Ensure the upkeep and maintenance of health facilities, logistics buildings, administrative buildings, and the work and residential premises of the MSF teams.
- Ensure good living conditions for the teams and compliance with the health and safety measures defined by the line manager, in close collaboration with the medical adviser.
- In the absence of the Field Coordinator and at the request of the Head of Mission, oversee security.

Supplies

- Organise the procurement system in line with local or regional procedures, or in direct agreement with the line manager, depending on the facilities for importing materials and/or medicines.
- Make local purchases, in accordance with the MSF procurement rules. Supervise the quality of the products and services provided, timeframes and the competitiveness of prices (several quotations), in line with the code of professional conduct.
- Prepare purchase orders for purchases in line with logistical, medical and administrative needs, in compliance with procedures (logistics use, signing orders, etc.).
- Responsible for the administrative supervision of internal and external orders; ensure that all documents relating to orders (waybills, packing lists, etc.) are correctly filed.
- Oversee the conditions of acceptance of freight or materials arriving by truck and the organisation and preparation (including packing and documentation) or materials to be shipped.

Stocks

- Oversee the storage, packing and management of stocks (logistics materials, stationery and maintenance products), and provide the medical teams with technical support for the pharmacy (or pharmacies).
- Comply with the storage rules for stored products (food, hazardous substances, etc.).
- Perform daily consumption checks and update stock cards.
- Take a physical inventory of all MSF stocks and goods, in accordance with the frequency defined with the line manager.
- Regularly evaluate the storage areas used compared with the needs of the Project (volume, security, etc.); propose possible adaptations to the line manager (new premises, etc.).

Water & Sanitation and Construction/ Restoration

- Perform a diagnosis of the sanitation situation of the Project and the environment of the beneficiaries.
- Implement the water & sanitation activities planned for the Project; propose improvements if necessary.
- In conjunction with the line manager, define, implement and oversee all construction and restoration activities for the Project.
- Supervise and train the teams working on construction/restoration projects.

Vehicles

- Ensure that a fleet of vehicles that meets the needs of the Project in terms of size and quality is maintained; propose any necessary changes to the line manager.
- Oversee the effective management and regular maintenance of the vehicle fleet and correct completion of the logbook.
- Organise transport (daily movement of vehicles), in conjunction with the line manager, taking into account the needs of the Project and security considerations.
- Monitor the fuel consumption of vehicles and mechanical equipment (generators), and the use of spare parts.
- Ensure the security of persons and goods during transportation.
- Supervise and train the teams of drivers, mechanics and any other staff involved.

Telecommunications

- Guarantee sufficient means of communication to meet communication needs; propose a new set-up if necessary.
- Guarantee access to an emergency means of communication 24/7.
- Ensure the proper operation, use, maintenance and management of communication equipment (radio, HF, VHF, RBGAN, computers, etc.).
- Update the list of radio and telephone contacts.
- Brief the project teams on the operation and rules of use of the means of communication.
- Train the Radio Operators.

Human Resources

- Propose the organisation chart for the Project logistics team to the technical adviser and the T&L Coordinator. In conjunction with the Mission Administrator, define the level of responsibility and job profile of each member of the logistics team.
- Ensure that the national logistics team is of an appropriate size to provide day-to-day (basic) logistical support for the Project during his/her periods of absence.
- Brief international staff and national managers on logistical, technical security and communication aspects of the project.
- In accordance with the rules of ethics and procedures established by the Mission Administrator, recruit the members of the logistics team (vehicles, stocks, purchasing, security, etc.).
- Supervise, monitor and assess the members of the logistics team.

- Put forward senior members of the logistics team for international training.
- With the line manager, propose and organise training sessions for the logistics team.
- Ensure that the logistics team is supervised in compliance with the MSF rules and procedures and the laws of the host country.

Administration

- Negotiate the conditions of vehicle hire contracts, under the supervision of the Administration Department and the line manager.
- Perform technical approval of rented infrastructures and buildings and draft security rules for them (authorised visitors, etc.).
- Ensure that all documents related to infrastructures, installations and equipment are filed in an organised manner.

Information

- Maintain a network of contacts in his/her area of competence (partners, other NGOs, local authorities, suppliers, etc.); participate in logistics meetings with partners and other MSF sections.
- Organise regular meetings with the logistics teams, in order to share all information and problems, finding solutions where necessary.
- Communicate daily with the Specialised Logisticians in order to ensure good understanding of each other's activities and priorities.

Reporting

- Prepare activity reports, in line with the frequencies established for the Mission, and ensure that statistical data is regularly updated.
- Assess the quality of the logistics service of the Project by completing the "Fundamentals" form every quarter.
- Immediately inform the line manager and/or technical adviser of any information that has or could have an impact on the security of MSF staff and/or property.
- Immediately inform the line manager of any problems arising within the Project, particularly with regard to damage, loss, attempted break-ins or theft.