Médecins Sans Frontières Spain/ MSF-OCBA (Operational Centre Barcelona Athens) is looking for a

Logistic Coordinator for Ethiopia

GENERAL CONTEXT

Médecins Sans Frontières is an international independent medical-humanitarian organization, which offers assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

The MSF movement is built around five operational directorates supported by MSF’s 21 sections, 24 associations and other offices together worldwide. MSF OCBA is one of those directorates. The operations are implemented by field teams and the mission coordination teams; together with the organizational units based in Barcelona, Athens and decentralised in Nairobi, Dakar and Amman. The field operations are guided and supported by 4 Operational Cells, the Emergency Unit and other departments supporting operations, including the Logistics & Supply Chain Department.

GENERAL OBJECTIVE

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.

POSITION IN THE ORGANIZATION

- Reports to (Hierarchical): Head of Mission
- Reports to (Functional): Cell based Technical Referent in HQ/Field support unit or technical referents at HQ
- Job family: Logistics and Supply
- Position: Ethiopia mission; this position is a family station, e.g. the selected candidate can be assigned with dependants if needed.

MAIN RESPONSABILITIES AND TASKS

- 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
• This job description may be amended in line with the activities or evolution of the Mission.

SELECTION CRITERIA

Education
Essential degree and specialization in Logistics and MSF Logistics training. University degree is essential.

Experience
Essential, working experience as Logistic Coordinator in Humanitarian organizations. Desirable previous experience in emergencies. MSF experience is an asset.

Languages
English is essential.

Knowledge
Essential computer literacy (word, excel, internet)

Competencies
• Strategic Vision
• Leadership
• People Management and Development
• Service Orientation
• Teamwork and Cooperation

Length of assignment
• 9-12 months

HOW TO APPLY

To apply, all applicants should please send their CV and cover motivation letter under the reference “LOGCO ETHIOPIA” to recruitment-bcn@barcelona.msf.org

Please submit your CV and cover letter in ONE file and name the file with your LAST NAME.

Closing date: November 1st, 2017

Replies will only be sent to short-listed candidates.

Médecins Sans Frontières, as a responsible employer, under article 38 of “Ley de Integración Social del Minusválido de 1982 (LISMI)” invite those persons with a recognized disability and with an interest in the humanitarian area to apply for the above mentioned position.