

MSF Switzerland (MSF-CH)

JOB VACANCY – SUPPLY CHAIN OFFICER

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with **initial 6-month Fixed Term Contract** and Trial Period of **3 months**.

Position: SUPPLY CHAIN OFFICER

Number of Vacancies: 1

Location: Juba



Scope of responsibilities:

Organizing and supervising the daily supply chain activities and the teams associated, in the coordination or project level, according to MSF protocols and standards in order to ensure the optimal running of the mission

Main tasks:

- Supervising and organizing the daily activities of the procurement team, including Data processing officer and purchasers, and ensuring they perform the tasks linked to their role
- Being responsible for the order, purchase, management in the coordination, monitoring and ensuring an efficient implementation of the overall daily supply chain activities
- Monitoring and ensuring a smooth-running procurement department and the respect of the implemented supply procedures, proposing adjustments where needed.
- Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data
- Communicating with customers, keeping them up to date concerning their orders status (BO confirmation) and prioritizing procurement and transport according to their needs
- Collecting claims from the field, analysing causes and making corrective actions.
- In collaboration with the Supply manager and in coordination with the HR department, supervising the associated processes (recruitment, training/induction, briefing/debriefing, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Informing the Supply Manager in case of any major issue and draws-up all required reporting, to keep updated and reliable information that will help in decision-making
- Performing any other tasks within the scope of his role, as directed by supervision and according to the needs of the mission
- Standardization of processes and procedures of supply chain management: Implement and respect order chronograms for local, regional and international orders; ensure updated LSL with price and source list; perform weekly backorder analysis;
- Work with the order processing officer on procurement efforts to ensure order consolidation, purchase of the correct items from validated suppliers with the right quality. Ensure compliance with the procurement process and validation table.
- Ensure UF data quality and accuracy through constant monitoring and routine checks. Ensuring that all orders, deliveries and data concerning stocks are processed through UF according to established procedures.
- Ensure that appropriate documentation have been received and validated for all activities from order placement, data entry, order processing receptions and deliveries in line with MSF policy and validation table.
- Ensure that archiving is done according to MSF standard archiving procedure.
- Provide coaching and training for team members to enhance capacity. Ensure job descriptions are updated and SMART objectives are set and appraisals are conducted for each team member.
- Ensure sourcing of goods is in accordance to MSF sourcing strategy.
- Supervise daily activities of purchasing officers to ensure timely order processing and adherence to MSF procurement standards.
- Ensure accurate order status is communicated to all requestors on a weekly basis.

- In collaboration with all the local, regional and European centers, ensure orders are accurately placed and delivered as requested.
- Support the intersectional procurement manager to identify suppliers, monitor and evaluate their performance on a quarterly basis
- Reporting on a monthly basis activities in the procurement department.

Recruitment criteria

Education:

- Essential degree and specialization in Logistics/Supply Chain),

Experience:

- Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures
- Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits)

Languages:

Fluent English mandatory (Writing and Speaking) and Local language is an asset

Skills:

Essential computer literacy (word, excel, internet)

Competencies:

Results and Quality Orientation, Teamwork and Cooperation, Behavioural Flexibility, Commitment to MSF Principles, Stress Management.

How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Candidates who do not have access to the internet may submit their application at the MSF Switzerland office in Juba, Hai Cinema.

The deadline is no later than March 25 at 4:00pm.



<https://bit.ly/Supply-OFF>



Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or If you have any questions or requests, you can contact the **Personnel Development Manager** at the **MSFCH office in Hai Cinema – Juba**.

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.

