



JOB VACANCY - LOGISTICS COORDINATOR ASSISTANT

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-months** Fixed Term Contract and Trial Period of **3-months**.

Position: Logistics Coordinator Assistant

Number of Vacancies: 1

Location: Juba



Scope of responsibilities:

Assisting the Logistics Coordinator in specific activities and assuming some delegated tasks, according to his/her instructions and MSF standards and protocols, in order to ensure a proper logistics management in the capital and providing support to logistic activities in the projects.

Main tasks:

- Planning and supervising the logistics within the coordination base (repairs, equipment maintenance, stock management, cleanliness...), in order to ensure the best operational working conditions in the capital.
- Supporting the Logistics Coordinator/Deputy Logistics Coordinator and/or the Mission Supply Chain Manager in organizing the ordering and transport of goods to the different projects, in order to comply with their needs in terms of quality and timelines.
- Organizing and supervising the fleet of vehicles in the coordination base (driver's schedules, vehicles maintenance, vehicles registration and insurance, fuel consumptions, etc.), in order to ensure coping with the transportation and movement needs.
- Assisting the Logistics Coordinator/Deputy Logistic Coordinator with the checkup and supervision of the proper functioning of the computers and other communication and IT equipment, in order to ensure a continuous and appropriate flow of information and communication.
- Ensuring repair and maintenance of generators and power back-up systems as well as cold chain equipment, water pumps and other technical equipment used or stocked in capital and informing the Logistic Coordinator in case of any further needs concerning technical equipment, in order to have everything running adequately.
- Supporting the Logistics Coordinator/Deputy Logistics Coordinator in the planning and ensuring an appropriate emergency preparedness and response capacity (stocks, contacts, transport means, staff training), and participating in any emergency activity or exploratory visit, in order to ensure giving appropriate assistance to the population.
- Informing the Logistics Coordinator/Deputy Logistics Coordinator in case of any major issue and draws-up all required reporting, in order to keep updated and reliable information that will ease decision-making.

Recruitment criteria

- Education:** • University BA degree in engineering fields (Energy, Mechanics, and construction),
- Experience:** • Two years' experience with INGO, same fields in Logistics
• Desirable with MSF or other NGOs, in developing countries

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. **The deadline is no later than April 9, 2024.**

<https://bit.ly/LogCo-Assist>



**Only short-listed candidates will be contacted.
Female candidates are encouraged to apply.**

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**.*

