



MEDECINS
SANS FRONTIERES

10 JAN 2024



Approved
SLM
17/01/2024
Inspector
10/01/2024

MSF SPAIN IS OPENING THE RECRUITMENT OF: CUSTOMS OFFICER.

(BASED IN JUBA/ PERMANENT CONTRACT/STARTING WITH 3 MONTHS/LEVEL 5)

In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, particularly in the logistics and supply department, and That's why, females are strongly encouraged to apply.

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps 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.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

Main Purpose

Performing the day-to-day activities and administrative processes for the clearance of medical and non-medical goods for a particular supply office (coordination or project level) according to **MSF** protocols and standards in order to ensure the optimal running of the mission/project.

Main Duties & Responsibilities

- Performing the day-to-day activities and administrative processes to ensure an efficient running of the clearance processes of medical and non-medical goods for a supply office (coordination or project) following the supply procedures according to **MSF** standards and protocols. Including the following activities:
 - Managing and planning, in collaboration with the line Supervisor, the clearance of goods in various port of entry of the country choosing the best procedure according to the situation
 - Being responsible for the respect of local regulation on customs procedure.
 - Being responsible for all customs and administrative related issues.
 - Assist the Customs Manager to assessing the local customs agent market (companies, prices, services, delays...), and proposing different third-party providers for validation.
- Performing delegated tasks according to his / her activity and as specified in his/her job description.

MSF Section/Context Specific Accountabilities

- Reception of Customs Clearance requests from missions
- Prepare NCA authorization request for Telecom shipments on behalf of the mission.
- Prepare NSS covering letter request for Satellite equipment shipments on behalf of the mission.
- Prepare Tax Exemption recommendation letter request on behalf of the mission.
- Transfer above documents to concerned mission for signatures.
- Collect the documents from missions after signature.
- Organize submissions of various dossiers to various administrations (DFCA, NCA, NSS, RRC, Customs authorities)
- Collect documents when approved or signed by different authorities and organize in close collaboration with Customs agents transfer of the collected doc to other administration when needed.
- Transfer the copy of Approved Tax Exemption to the missions for the green light.
- Transfer AWB to the clearing agent for proper declaration of the shipment in customs system

- Organize delivery or collection of the parcels with the mission and clearing agent.
- Communicate on a weekly base the status of open dossiers with the mission (status report to be send every Friday)
- Receive and check all invoices before transfer to mission for payment.
- Archive every dossier as per the SLA.
- send a copy of the complete file as archived to the mission for archiving at their level.

REQUIREMENTS

- Basic Certificate in clearing and forwarding or related field.
- At least 2 years' experience in supply chain related jobs or in the logistics department with NGO or others.
- Essential: English and local Arabic.
- Essential: knowledge of word, excel and internet

COMPETENCIES

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioral Flexibility
- Commitment to MSF Principles
- Service Orientation
- Stress Management

HOW TO APPLY

Interested applicants can submit their motivation letters, updated CV, *relevant academic certificates, previous work certificates and nationality ID card.*

Application should be addressed to:

RECRUITER, MSF SPAIN, JUBA.

Submission can be done by E-mail: msfe-juba-recruiter@barcelona.msf.org or

DROP TO MSF SPAIN, ADMINISTRATION OFFICE, JUBA

With clearly written job title and updated contact numbers.

Closing date for submissions: 29/01/2024 at 17:00 hrs.

We thank all applicants for their interest, but **only short-listed candidates will be contacted for the recruitment process.**

Applications once submitted, will not be returned to applicants.

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

Done in Juba on 10th January 2024.

