MEDECINS SANS FRONTIERES

MSF Switzerland
Juba, South Sudan

MSF Switzerland (MSF-CH)

JOB VACANCY – LOGISTICS MANAGER BASE

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 Trail Period of **3-months**.

Position: Logistics Manager Base
Number Of Vacancies: 1
Reports To (Hierarchical): Logistics Team Leader (report to PC if the LTL is not there)
Reports To (Functional): Logistics Coordinator
Job Family: Logistics and Supply
Supervises (Function): Logistics supervisor, Mechanic, Mechanic Assistant, Maintenance Agent
Location: Mayen Abun, Twic County, Warrap State



Scope of responsibilities:
Planning, coordinating and monitoring all logistics related activities in the project or capital and providing support to medical assistance activities, according to MSF protocols and standards in order to ensure an optimal running of the project

Accountabilities:

- Assisting the Project Coordinator or Logistics Coordinator in the definition and follow-up of logistics activities in the project or capital, in conjunction with other medical project managers in order to identify and give a response to the needs of the targeted population
- Ensuring and monitoring the implementation of logistics/technical activities in the project / capital including the following:
  - **Logistics:** (construction, transport of goods and staff, communications, water and sanitation, vehicles and engines, equipment/installation and infrastructures, communications, installation and maintenance of functional office space(s) and lodging facilities for international staff in adequate living conditions)
  - **WHS:** implementation of water, health and sanitation activities
  - **Supply:** implementation and maintenance of an appropriate supply chain for the project
- Implementing all administrative related activities linked to logistics (orders, insurances, vehicle contracts, etc.).
- Participating in the planning and implementation, together with the Logistics Coordinator, the Project Coordinator and the HR Coordinator, the HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the logistics staff in the project / capital in order to ensure both the sizing and the amount of knowledge required to correctly perform all logistics activities.
- Ensuring technical reference for all logistics/technical issues in the project and providing coaching to logistics staff under his/her responsibility. Ensuring all staff in the Project is properly briefed about use of communication tools (handsets, HF/VHF, etc.).
- Defining and monitoring technical aspects of the project risk reduction policy, transport, communication, protection, identification and preparation of the technical aspects of the project security policy and guidelines, evacuation plan and contingency plan, performing day-to day monitoring of the application of security rules and reporting to the Project Coordinator any problem that may arise. For this purpose, the Project Logistics Manager will have to create an appropriate environment to facilitate security exchange of information.
- Participating in monthly reports according to guidelines

MSF Section/Context Specific Accountabilities:

Operational Logistics

- Coordinate the day-to-day Base and Pharmacy logistics activities supporting medical and operational departments across Twic Project.
- Plan and prioritize Base logistics support according to operational needs while ensuring compliance with MSF policies and procedures.
- Work closely with medical, HR, finance, and project management teams to anticipate and respond to changing operational requirements.

- Support emergency responses and rapid operational scale-up when required.

Supply Chain and Procurement

- Monitor Logistics stock levels and ensure timely replenishment of essential materials and equipment.
- Follow up logistics orders and deliveries to minimize delays affecting project activities.

Fleet, Transport and Communications

- Ensure effective management of the project's vehicle fleet, including maintenance scheduling, fuel management, and vehicle availability.
- Supervise Transport and Movement planning to ensure safe and efficient movement of staff, patients, supplies, and equipment.
- Ensure communication systems (HF, VHF, satellite, and telephone equipment) remain operational and that staff are appropriately trained in their use.

Infrastructure and Technical Services

- Supervise maintenance of offices, staff accommodation, warehouses, Pharmacy and other Base facilities.
- Coordinate repairs, rehabilitation, and small construction activities to ensure safe and functional working environments in the Base.
- Ensure generators, solar systems in Base and Pharmacy, and other technical installations are properly maintained and operational.
- Monitor maintenance plans for equipment and infrastructure to minimize operational disruptions.

Security Support

- Support implementation of project security procedures from a logistics perspective.
- Contribute to contingency planning, evacuation planning, and emergency preparedness.
- Monitor transport safety, communication systems, and technical security measures.
- Report security-related logistics concerns promptly to the Logistics Team Leader and Project Coordinator.

Team Management

- Supervise, coach, and support logistics staff- Base Facilities officer, Head of drivers, ICT Supervisor, Radio operators and drivers, promoting teamwork and continuous development.
- Onboarding, training, and performance evaluations for logistics staffs.
- Organize work schedules and allocate responsibilities to ensure efficient service delivery.
- Promote a positive working environment aligned with MSF values.

Administration and Reporting

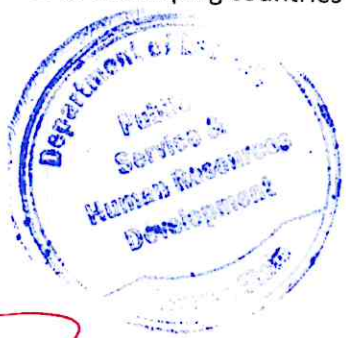
- Ensure logistics documentation, contracts, vehicle records, maintenance files, and administrative documentation are complete and up to date.
- Monitor logistics indicators (Fundamentals) and contribute to monthly project reporting.
- Identify operational improvements and recommend solutions to increase efficiency and service quality.

Other Responsibilities

- Perform any other duties assigned by the direct supervisor in support of MSF activities.

Recruitment criteria

Education:	• Essential secondary education and technical diploma or technical university degree, preferably as an engineer
Experience:	• Essential at least two years of working experience in logistics related activities. Desirable previous experience with MSF or other NGOs, and working experience in developing countries
Languages:	• English language essential; local language desirable.
Knowledge:	• Computer literacy
Competencies:	• People Management and Development L2 • Commitment to MSF Principles L2 • Behavioural Flexibility L3 • Results and Quality Orientation L3 • Teamwork and Cooperation L3



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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 to apply is 25th of November 2026.**

https://forms.gle/5Qk3ef4KoYYvVtUx5

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 requests, you can contact the ***Personnel Development Manager*** *at the* ***MSFCH office*** *in* ***Hai Cinema – Juba.***

As part of its safeguarding commitment, MSF has zero tolerance for sexual exploitation and abuse, harassment, discrimination, and abuse of power. MSF never charges money or requests favours in exchange for employment opportunities.

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Department of Labour
Public Service & Human Resources Development
Warrap State

II- Approve by Labour Department Warrap State - Kuajok

For Director of Labour