

Approved

JOB VACANCY – LOGISTICS COORDINATOR ASSISTANT
NUMBER OF VACANCIES: 01



Médecins Sans Frontières (MSF – Doctors without Borders) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

Location: Juba

Contract: 3 months fixed term contract renewable

Main Purpose:

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

Scope of responsibilities:

- 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 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 with the check-up 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 LogCo 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 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: MANDATORY Diploma in logistics, procurement & supply chain or business management plus certificate in relevant technical field (mechanical, electrical, plumbing or air condition maintenance) required.

Experience: MANDATORY 3 years' experience in a similar position and in a supervisory role. Previous experience with MSF or other NGOs is a plus

Languages: Excellent communication skills in English and Arabic required

Knowledge: Essential computer literacy (word, excel, etc.) required.

Applications:

Interested South Sudanese candidates are invited to drop their application with **motivation letter and updated CV** with copies of their documents to the HR department at MSF Switzerland, Hai Malakal - Juba, South Sudan latest by **3rd of December 2021 by 5:00pm**

Qualified women and people with disability are strongly encouraged to apply Only short-listed candidates will be contacted, and applications received will not be returned.

