



**MSF SPAIN IS OPENING THE RECRUITMENT OF: LOGISTIC SUPERVISOR OUTREACH (01)
(BASED IN ULANG / PERMANENT CONTRACT(STARTING WITH 6 MONTHS)/ LEVEL 6**

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

Supervising the daily logistics activities and providing maintenance to the **MSF** equipment, facilities and infrastructures, according to **MSF** standards and protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission..

Main Duties & Responsibilities

- Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment according to **MSF** standards
- Ensuring the check and follow-up of facilities under the line manager's supervision through daily visits to the facilities and reporting any anomalies or problems, evaluation of the rehabilitation needs and following up minor building rehabilitation work according to supervisor's instructions; checking that premises observe security norms and monitoring the consumption of mechanical and electrical vehicles/machines/devices
- Coordinating and leading the logistics team under his/her responsibility which includes daily supervision, monitoring of the quality of work and the definition of each person's task, drawing up their working schedules; organizing and leading team meetings; participating in the recruitment of team personnel and attending logistics meetings and accounting for his activities
- Ensuring the vehicle fleet maintenance which includes planning and overseeing timely preventive and curative maintenance of all project Boats according to MSF standards and instructing and monitoring drivers on correct driving habits and standard checks
- Managing and following up orders which includes collecting logistics orders coming from different departments or health facilities; drawing up and following up orders according to



the procedures in force; providing technical support to the storekeeper, makes local purchases according to **MSF** supply procedures and ensures reception conditions of freight or arriving material as well as the organization and setting up of materials before its shipment

- Covering the gap in absent of Log base / Hospital according to MSF management procedures.
- Supporting DMC team and maintaining the Facility site and report abnormal condition during the boat's movements.

MSF SPECIFIC ACCOUNTABILITIES

- Responsible for arrangement of all movements (DMC, referrals etc.)
- Responsible for fueling of boats and keep records.
- Maintenance follow-up of all boats.
- Prepare movement sheets and mission orders before any movements
- Follow up the maintenance of all the boat engines and regularly checking
- Coordinating with the Flying Mechanic for issue of boat engine
- All the Checklist items to be checked for the movement by boat and update regularly
- All materials in check list to be ready for movement daily for the DMC & Kiss movement
- Giving Log Support for all DMC Sites and Kiss Movement
- Regularly meeting with the boat drivers and resolve the issues
- Preparing rooster for boat driver monthly
- Preparation and follow-up of roadbooks, including time-keeping support to Radio Operator + GPS tracking of all the communities and stopping points downstream and upstream.
- With the support from Watsan Supervisor and Watsan Manager, evaluate the needs of WASH in DMC sites and constant checking on IPC/WatSan materials in DMC sites.
- Support to other logistic activities to cover possible gaps of Log Supervisors in Ulang Hospital or Base.



We are looking for a flexible worker able to work under pressure in autonomie and include MSF values

REQUIREMENTS

Education	Essential secondary education and formal technique training
Experience	At least one year in MSF or 2 year in a similar post out of MSF
Languages	Local language essential; local language desirable
Knowledge	Essential computer literacy (word, excel)

COMPETENCIES

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- to MSF Principles
- Stress Management

HOW TO APPLY

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

Application should be addressed to:
Admin FIN/HR MANAGER, at MSF SPAIN OFFICE IN ULANG
Or by the following mail address :

msfe-ulang-admin@barcelona.msf.org

With clearly written job tittle and updated contact numbers.
Closing date for submissions: 12/09/2022 at 17:00 hrs.

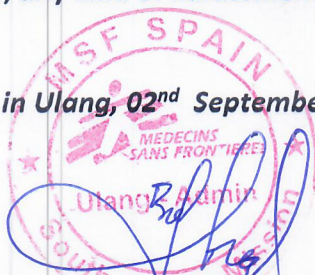
We thank all applicants for their interest, but only short-listed candidates will be contacted for the recruitment process.

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 confidentiality.

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 Ulang, 02nd September 2022.



Approved
by Thorjock
RRC-coordinator