

JOB VACANCY – Transport and Customs Officer
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:

Performing the day to day activities and administrative processes for the clearance and transportation 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

Scope of responsibilities:

- Performing the day to day activities and administrative processes to ensure an efficient running of the clearance and transportation 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 and the Warehouse Supervisor, the shipment of goods between the projects and/or from the capital to the projects choosing the best possible means of transport
 - Being responsible for the reception of international freight and its forwarding to the field.
 - Being responsible for all customs and administrative related issues
 - Regularly assessing the local transport 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

Recruitment criteria:

Education: MANDATORY, Diploma in Clearance & Forwarding or Diploma in Procurement & Supply Management

Experience: MANDATORY 3 years' experience in supply chain related jobs or in the logistics department

Experience in MSF or other NGO's is a plus

Languages: Good communication skills in English and Arabic required

Knowledge: Good computer skills 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 **18th of November 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

