

MSF Switzerland (MSF-CH)

JOB VACANCY – SUPPLY CHAIN OFFICER

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 Trial Period of 3 months.

Position: SUPPLY CHAIN OFFICER

Number of Vacancies: 1 position

Location: Mayen Abun, Twic County, Warrap State



Scope of responsibilities:

Organizing and supervising the daily supply chain activities and the teams associated, in the coordination or project level, according to MSF protocols and standards in order to ensure the optimal running of the mission

Main tasks:

- Supervising and organizing the daily activities of the Supply Chain team, including Supply Supervisors, and ensuring they perform the tasks linked to their role
- Being responsible for the order, purchase, stock and freight management in the coordination or in the project level, monitoring and ensuring an efficient implementation of the overall daily supply chain activities
- Monitoring and ensuring a smooth running supply administration and the respect of the implemented supply procedures, proposing adjustments where needed.
- Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data
- Communicating with customers, keeping them up to date concerning their orders status (BO confirmation) and prioritizing procurement and transport according to their needs
- Collecting claims from the field, analysing causes and making corrective actions.
- In collaboration with the Supply Supervisor (if any) and in coordination with the HR department, supervising the associated processes (recruitment, training/induction, briefing/debriefing, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Informing the Logistics / Supply Manager in case of any major issue and draws-up all required reporting, in order to keep updated and reliable information that will help in decision-making
- Performing any other tasks within the scope of his role, as directed by supervision and according to the needs of the mission
- Act as focal point for all supply related activities for the project.
- Standardization of processes and procedures of project supply chain management: Implement and respect order chronograms for local, regional and international orders; establish and ensure updated LSL with price and source list; update the supply manual of the project; perform weekly backorder analysis;
- Ensure stability of supply chain activities in the project: conduct market assessment in Mayen Abun, Wunrock and Wau with support of Coordination for Construction, food and hygiene materials; put in place signed Purchase Framework Agreements, Supplier and Price Lists, comply with standard lead times and contracts monitoring.
- Work with the order processing officer on procurement efforts to ensure order consolidation, purchase of the correct items from validated suppliers with the right quality. Ensure compliance with the procurement process and validation table.
- Ensure UF data quality and accuracy through constant monitoring and routine checks. Ensuring that all orders, deliveries and data concerning stocks are registered and processed through UF according to established procedures.
- Ensure that appropriate documentation have been received and validated for all activities from order placement, data entry, order processing receptions and deliveries in line with MSF policy and validation table.

- Provide support to the warehouse supervisor in ensuring GSDP in stock management and distribution; identification of items at risk of rupturing or expiring. Ensure the implementation of monthly cycle stock counting, full inventory (according to chronogram) all stocks (Log, Spare part and NFI) and keep stock discrepancy rate below 5%.
- Ensure that archiving is done according to MSF standard archiving procedure.
- Provide support to the warehouse supervisor to ensure accurate warehouse reports MSRs and SMS and timely sharing with stock owners + Coordination.
- Provide coaching and training for project supply team members to enhance capacity. Ensure job descriptions are updated and SMART objectives are set and appraisals are conducted for each supply team member.

Recruitment criteria

Education:

- Essential degree and specialization in Logistics/Supply Chain Management

Experience:

- Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures as supply manager, supply officer or relevant position.
- Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits)

Languages:

- Fluent in English is essential and local language desirable

Knowledge:

- Essential computer literacy (word, excel, internet)

Competencies:

Results and Quality Orientation, Teamwork and Cooperation, Behavioural Flexibility , Commitment to MSF Principles, Stress Management.

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 is no later than January 19, 2025.

We encourage you to apply through online link:

<https://bit.ly/40feNMF>



- Or submit your CV and certificates in an envelope with your name and date & position for which you are applying. And put it in the CV box outside the gate MSF Office, Mayen Abun.

Only short-listed candidates will be contacted. Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

MSF is committed to achieving workforce diversity. And we are committed to achieving a balanced gender distribution and therefore we encourage women to apply

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 **Twic HR Manager** at the **MSFCH office** in

Mayen Abun.

Warrap Labour Card is one of the requirement.



06/01/2025

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