

MSF Switzerland (MSF-CH)

## **JOB VACANCY – LOGISTICS SUPERVISOR**

*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 now looking for a qualified backup/daily workers pool of South Sudanese individuals that can be deployed as daily workers or contracted as needed. This backup/daily worker pool will be valid for 12 months from the date of final recruitment; successful candidates will be called to work as daily workers or contracted directly without any further recruitment procedure throughout this time period.

**Position: Logistics Supervisor**

**Number of Vacancies: Backup pool**

**Location: Mayen Abun, Twic County, Warrap State**

### **Scope of responsibilities:**

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 tasks:**

- 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
- Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to MSF standards
- 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 vehicles 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

### **Recruitment criteria**

**Education:** • Essential technical diploma or Degree

**Experience:** • Desirable MSF experience. Essential 2 years of relevant working experience

• Essential experience in supervision of team

**Languages:** • Fluent in English and Dinka language essential

**Knowledge:** • Essential computer literacy (word, excel)

**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 August 29, 2024 at 5:00pm.**

**Please online apply through online link, no hard copy application will be accepted.**

<https://bit.ly/Logi-stics>



Only short-listed candidates will be contacted.

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 **Twic HR Manager** at the **MSFCH office** in **Mayen Abun**.*

**No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.**

**MSF reserves the right to refuse to hire a candidate who has benefited from such acts.**

*Chy K-pio*  
*20-8-2024*

