



**MSF SPAIN IS OPENING THE RECRUITMENT OF: LOGISTICS SUPERVISOR
(BASED IN JUBA/ 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

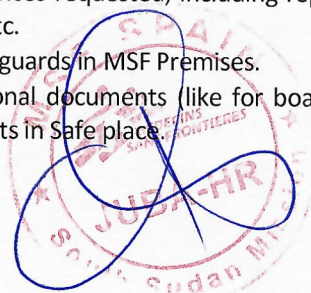
Supervising the daily logistics activities and providing maintenance to the MSF equipment, facilities and infrastructures, according to MSF standards and protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission.

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
- 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.

MSF Section/Context Specific Accountabilities

- Drafting and following up on current contracts, including specific works and periodic services. Ensure that there is always a valid contract in the correct format for the services requested, including repairs, construction, transport, garbage & sewage collection, carpenters in OCBA premises etc.
- Supervision of A/C technician, Drivers and security guards in MSF Premises.
- Organize registration and renewal of all operational documents (like for boats, vehicles, communication equipment, including insurance) and proper filling of documents in Safe place.



- Collect data and report vehicles and generators fuel and maintenance monitoring in capital and the mission on a monthly basis.
- Responsible for overseeing generators fuel refilling and consumption and reporting weekly and monthly on fuel consumption and maintenance activities as well as the update of the respective Logbooks.
- Carry out inventories and update the Mission Marmota.
- Prepare at the end of the month the forecast of expenses for Juba logistics for the following month, including goods, works, services, periodic regular payments and any other expenses.
- Report on Juba logistics activities every month.
- Follow-up on visitors phones and MSF identification material.
- Update the contact list on a regular basis.
- Prepare and participate in emergency assessments and exploratory missions as needed, supporting the medical activities with all logistics (e.g. cold chain, transport and others) according to MSF standards.
- Participate in any other related activities as requested by the line manager.

REQUIREMENTS

- Essential secondary education and formal technical training
- At least one year in MSF or 2 years in a similar post out of MSF
- Mission language essential; local language desirable
- 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, updated CV and *relevant academic certificates*;
Application should be addressed to:

DEVELOPMENT MANAGER, MSF SPAIN, JUBA,
Submission can be done by E-mail: msfe-juba-dev@barcelona.msf.org or
DROP TO MSF SPAIN, ADMINISTRATION OFFICE, JUBA
With clearly written job title and updated contact numbers.

Closing date for submissions: 27/02/2023 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 confidence.

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 Juba, 14th FEBRUARY 2023.

