

LOGISTICS MANAGER

Position:	Logistics Manager
Job family:	Logistics and Supply
Country:	Italy
Project:	Post-acute center for migrants
Place of work:	Catania
Closing application:	17/03/2017
Start of the contract:	17/04/2017
Duration of the contract:	1 year
Type of contract:	Fixed term work contract (CCNL ANPAS)
Hierarchical referent:	Project Coordinator (if in project) / Logistics Coordinator Logistics
Functional referent:	Coordinator

Médecins Sans Frontières (MSF) has started its activities in Italy in 1999 when realized that the same persons cured and assisted in countries at thousands of kilometers of distance were the same encountered in precarious conditions and needs once in Italy. The activities developed during these last years have aimed to give medical and psychological assistance to migrant people, even undocumented, present in Italy.

Currently MSF Italy Mission implements different projects:

- In Rome, is active a rehabilitation center for victims of torture (VOT);
- In Catania, MSF is opening a post-acute care center for migrants;
- In the Mediterranean sea, search and rescue operations (SAR);
- In Trapani, psycho social support and transcultural psychotherapy for asylum seekers;
- In Italy, psychological first aid (PFA) for traumatic boat landings;
- In Como-Ventimiglia psychological first aid support and reproductive health screening to migrants on movement.

Main Purpose

Planning, coordinating and monitoring all logistics related activities in the project or capital and providing support to medical assistance activities, according to MSF protocols and standards in order to ensure an optimal running of the project

Accountabilities

- Assisting the Project Coordinator or Logistics Coordinator in the definition and follow-up of logistics activities in the project or capital, in conjunction with other medical project managers in order to identify and give a response to the needs of the targeted population
- Ensuring and monitoring the implementation of logistics/technical activities in the project / capital including the following:

Logistics: (construction, transport of goods and staff, communications, water and sanitation, vehicles and engines, equipment/installation and infrastructures, communications, installation and maintenance of functional office space(s) and lodging facilities for international staff in adequate living conditions)



WHS: implementation of water, health and sanitation activities

Supply: implementation and maintenance of an appropriate supply chain for the project

- Implementing all administrative related activities linked to logistics (orders, insurances, vehicle contracts, etc.).
- Participating in the planning and implementation, together with the Logistics Coordinator, the Project Coordinator and the HR Coordinator, the HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the logistics staff in the project / capital in order to ensure both the sizing and the amount of knowledge required to correctly perform all logistics activities.
- Ensuring technical reference for all logistics/technical issues in the project and providing coaching to logistics staff under his/her responsibility. Ensuring all staff in the Project is properly briefed about use of communication tools (handsets, HF/VHF, etc.).
- Defining and monitoring technical aspects of the project risk reduction policy, transport, communication, protection, identification and preparation of the technical aspects of the project security policy and guidelines, evacuation plan and contingency plan, performing day-to day monitoring of the application of security rules and reporting to the Project Coordinator any problem that may arise. For this purpose, the Project Logistics Manager will have to create an appropriate environment to facilitate security exchange of information.
- Participating in monthly reports according to guidelines

Context Specific Accountabilities:

- In collaboration with the Project Coordinator and the Logistics Coordinator, following and reviewing the rehabilitation activities in the new Clinic.
- Monitoring the implementation of the rehabilitation ensuring compliance to MSF standards, protocols and procedures, and reporting to the line manager on the development of the ongoing programmes. This includes the following:
In collaboration with the engineering company supervise the clinic rehabilitation , participating in the project development and ensuring that technical aspects are met and are in compliance with the local construction habits
Participating in the preparation of budgets associated to the rehabilitation, preparing invoices for payment of the works and anticipating the cash flow required for monthly payments
- In collaboration with the Project Coordinator, Logistics Coordinator and the HR Coordinator, participating in the planning and implementation of HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff related to logistics activities in order to ensure both the sizing and the amount of knowledge required to correctly perform their task
- Ensuring technical support for his area of activity and provides coaching to the staff related to logistics activities.
- Following up and reporting on the works' progress and on technical aspects of the work and participating in monthly reports according to guidelines (SitRep, Logistics Statistical Report, etc.)
Performing delegated tasks according to his her speciality and as specified in his/her job description

Requirements

Education

- Essential secondary education and technical diploma or technical university degree, preferably as an engineer.

Experience

- Essential at least two years of working experience in logistics related activities and previous experience with MSF



Languages

Italian and English essential

Knowledge

Essential computer literacy (word, excel, ERP and internet)

Construction experience

Supply

Competencies

- People Management and Development
- Commitment to MSF Principles
- Behavioural Flexibility
- Results and Quality Orientation
- Teamwork and Cooperation