

## SUPPLY LOG ADMIN FINANCE MANAGER (SLAF)

- Position:** Supply Log Admin Finance Manager  
**Job family:** Logistics and Supply  
**Country:** Italy  
**Project:** Migrants on the Move (Motm)  
**Place of work:** **Several travels and displacements** within the country, according to places of operations (Como, and flexible to move to other locations: e.g: Ventimiglia)  
**Closing application:** **26/06/2017** - MSF reserves the possibility to close earlier the position in case the adequate candidate would be earlier identified  
**Start of the contract:** 01/07/2017  
**Duration of the contract:** 31/12/2017  
**Type of contract:** Fixed term work contract (CCNL ANPAS)  
**Hierarchical referent:** Project coordinator  
**Functional referent:** Logistics Coordinator / Deputy SupplyCo  
/ Finance Coordinator/ HR 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.

At the beginning of 2017, MSF is running a project of assistance for the Victims of Torture in Rome, a mental health program in Trapani, a psychological first aid (PFA) support to migrants on the move (MotM) in Como and Ventimiglia (including sexual reproductive health activity ). Msf also plans to increment post-hospitalization activities in Catania.

Thes new intervention of MSF for “Migrants on the Move” (Motm) in Como and Ventimiglia intends to address the humanitarian and medical needs of the mobile population excluded from the formal reception system, by rolling out a significant and rapid scale-up of the MSF operational response.. According to the needs encountered during assessments, MSF will implement activities, according to identified needs in every spot, of: medical screening and medical activities, epidemiological survey, Psychological First Aid (PFA), watsan/shelter/NFI and support to civil society (trainings, etc.).

The teams, intended mobile, are presently intervening in Como and Ventimiglia.

### **Main Purpose**

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**LOGISTICS:** Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to MSF standards and protocols in order to have the material, infrastructure and vehicles in optimal running conditions

**SUPPLY:** Ensure the smooth running of the daily supply activities of the project. Participate to the planning of the project concerning all supply activities.



ADMINISTRATION: Follow-up on all contracts as agreed with the Human Resources Coordinator

FINANCE: Follow-up on finances as agreed with the Financial Coordinator

### **Accountabilities:**

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Establishing, planning and supervising in close collaboration with the PC and the LogCo/Deputy SupplyCo/HRCo/FinCo, the technical logistics and the supply, HR and Fin activities in the project. Identifying and addressing the needs of the project

Monitoring the implementation of the following activities in accordance with MSF procedures and guidelines:

#### **Logistics:**

- supervising a support structure and the timely execution of all curative and preventive maintenance and repairs for the effective management of all MSF equipment and facilities in order to ensure its good condition and usability. Supervising and training the teams of drivers, mechanics and any other staff involved in vehicle management in order to ensure their operating capabilities
- Supervising, planning and guaranteeing the quality of construction and rehabilitation projects and the first line ICT support
- Managing the team of guards
- Ensure construction/rehabilitation works and energy/electricity installation/maintenance

#### **Supply:**

- Coordinating, in close collaboration with the Medical referent in the project and the LogCo, the supply chain processes and systems, keeping updated information on stocks (expiry dates, security level, pipeline and lead times) in order to ensure availability of all the medical and non-medical material and related services under optimal conditions.
- Supervising administration related activities, in close relation with the Finance-Admin Manager and in accordance with the MSF purchasing and payment procedures for the mission

#### **Watsan:**

- Implementing, in conjunction with the line manager the water sanitation activities planned for the Project, proposing improvements when necessary, in order to ensure project healthy conditions.

#### **Finance/Admin:**

- Carrying out Finance related activities, in close relation with the Finance Manager, ensuring taxes and national social insurances compliance, transparency on accountancy as well as coherent information on service supply chain processes
- Tracking administrative employment contracts for national staff, updating the existing database to comply with local labour regulations, coordinating and supervising procedures for payroll, controlling the payment of overtime and the closing of the monthly payroll. Preparing declarations form for monthly taxes and employee/employer social security contributions, creating a file containing all data to comply with legal regulations

#### **HR:**

- Planning and supervising, in close coordination with HR department the associated processes (recruitment, training/induction/briefing, evaluation, potential detection, etc.) of the national staff under his/her responsibility as specified by the line manager and the administrative and logistic processes (end of contract, accommodation, extension of mission, early return, etc) of the international staff of the project in order to ensure an efficient staff sizing, facilitating its reception, movements and legal compliance
- In close collaboration with the Project Coordinator, defining/updating the project security policy, implementing the technical aspects of the risk reduction policy in order to ensure people's security.
- Participating in monthly reports according to guidelines (SitReps, logistical statistics, etc)

## Context Specific Accountabilities

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### **Logistics**

- Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures during support to MoTM project as necessary.
- Tracking consumption of supplies, used in different facilities (office, house, etc.).
- Checking and ensuring the maintenance of **MSF** premises and facilities, as well as the general water supply, electrical, walls, ceilings... and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities.
- In charge of planning and coordinate all the distributions
- Outreach activities, seeking possible new locations of intervention
- Implementation of support activities (water and sanitation, transport, construction, restoration, etc.) and any other logistical activities required to achieve the medical, and not, objectives
- Performing maintenance of logistics equipment for, energy, IT and communications, in particular:
  - Inventories and the reallocation of equipment.
  - Management of SIM cards.
  - Checking the quality of the work carried out by sub-contracted utilities companies in the MSF premises.

### **Supply**

- Monitoring and ensuring the efficient and smooth running of the following supply activities in the project: order processing, local purchase management, physical (warehousing) and administrative (management of movements) stock management, freight management, supply administration and implementation of standard supply tools (LogistiX 7, Q4, etc.)
- Ensuring the availability of relevant management data to the owners of the stock, project and capital coordination (expired materials, risk of shortages, stock reports, lead time, pipeline, etc.).

### **HR and Finance**

- Advising on set-up and updating the project's organizational chart and job descriptions and assisting the PC, and/or team leaders and supervisors to draw up annual holiday planning and staff shifts in order to forecast HR needs and to ensure HR availability for the project activities
- Performing payroll procedures, ensuring that all data related to monthly salary calculation of the project national employees are correctly entered in Homere (days off, unpaid leaves, sick leaves, overtime, salary advance, etc.), in order to ensure on time and accurate salary payments. Under supervision of the HRCO, ensuring the indexation process of the national staff salary grids are in order to ensure internal equity, and the correct application of employment conditions in the project sites
- In close collaboration with the PC and HRCO, implementing the administrative procedures of any Memorandum of Understanding (MoU) in force between local partners (e.g. Ministry of Health, etc.) and MSF
- Implementing circuits and workflows (management of cash boxes, transfers, advances, purchase procedures, payment validations, follow up of regular payments, bank reconciliation) in order to anticipate expenses at project level and to optimize cash needs and its security



- Implementing and supervising transactional procedures and systems in order to ensure transparent accounting practices and full documentary traceability (invoices, receipts, bank statements, etc.), following MSF guidelines and rules, and using the respective software in place. Ensuring and controlling the monthly and yearly accountancy closure and all HR, Administrative and Financial reporting of the Project (Homère and accounting software monthly closure, sitreps, etc.)
- Being responsible for all movements and/or accommodation of staff in the Project.

Participating in monthly reporting and project's SITREPS

## **Requirements**

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### **Education/training**

Essential, secondary education or technical skills in three or more of the following fields: vehicle mechanics, energy electricity, ICT, supply management, communication, construction, watsan. Valid and clean driving license

### **Experience**

Essential, 2 years of previous working experience. in logistics activities related jobs. Desirable, previous experience in humanitarian aid

### **Languages**

Essential, Italian and English

### **Knowledge**

User level knowledge of MS

### **Competencies**

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