

## SAR PURCHASER AND FACILITIES OFFICER

**Position:** Purchasing/ base and facilities officer  
**Job family:** Logistics and Supply  
**Country:** Italy  
**Area:** Catania  
**Closing application:** 30/06/2017  
**Start of the contract:** ASAP  
**End of the contract:** 30/09/2017  
**Type of contract:** Fixed term work contract (CCNL ANPAS)  
**Level:** 5  
**Referent:** Supply manager

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 post-hospitalization activities in Catania and a project in Como and Ventimiglia called Migrant on the move.

Given the unprecedented number of people dying in their attempt to reach Italy coast and the lack of Search and Rescue assets, MSF took the decision, in April 2015, to conduct Search and Rescue Operations in the Central Mediterranean Sea. MSF has been carrying out SAR operation with three vessels, prepositioned in international waters north of Libya and actively searching for boats in distress. On 2017, due to the increasing of arrivals, MSF has decided to resume SAR operations. This year Msf B will operate with a new Boat – VOS Prudence. To support the project a sub coordination is based in Sicily.

### **Main Purpose**

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Assist the supply manager with local purchase and pick up and drop off at the airport. Supervise maintenance of the premises and the equipment. Manage the car fleet. Give support to the log boat team when required by Logistics Manager.

### **Accountabilities**

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- Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures
- Tracking consumption of supplies, fuel, lubricants, used in different facilities (office, house, store, etc.).
- Checking the maintenance of the various open spaces (gardens, courtyards...) and ensuring that domestic waste is correctly discarded
- Checking and ensuring the maintenance of MSF premises and facilities, as well as the general water supply, electrical, walls, ceilings ect. and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities.

- Performing maintenance of logistics equipment for cold chain, energy, IT and radio communications, in particular:
  - ❖ Inventories and the reallocation of equipment.
  - ❖ Renewing the authorization to use radio material with local authorities.
  - ❖ Checking the quality of the work carried out on generators and electrical installations.
- Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state.
- Carrying out local purchases and ensuring that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.
- Participating in trainings at the request of the line manager

### **Context Specific Accountabilities**

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#### **Supply**

- Supports the Supply Manager in receiving goods and deliveries, identifying and reporting potential discrepancies against transport/delivery documents.
- Supports the Supply Manager with the collection of purchased medical and logistic goods at suppliers in Augusta, Catania or where needed.
- When needed assists the Supply Manager in identifying products and suppliers on the local market.
- Assists the Supply manager in cargo preparation and coordination of transport of MSF goods.
- Supports the Supply Manager in delivering SAR goods to the POS of the SAR vessel during disembarkations

#### **Logistics**

- Houses and office maintenance. Detects issue/contacts repairmen or owner/ orders needed logistic material/ assemble & installations
- Manages office waste (separately and taking it downstairs daily).
- Manages office and houses keys (makes copies, records who has the keys).
- Stores computers/external hard-disks/USB sticks/spare accessories/projectors/cameras...
- Assigns IT to people getting a receipt signed. Collects them at the EoM. Keeps the inventory.
- Deals with breakdowns and issues by liaising with IT/BXL or local dealers. Promptly solves issues.
- Stores smart phones/ configures them/ assigns them to people / coordinates with Rome for new Vodafone sim cards. Keeps an inventory of SIMs/numbers with related PIN etc.
- Ensures everybody performs regular backups of MSF data/ stores backups.
- Coordinates car rentals/renewals/new drivers registration at AVIS
- Coordinates and rationalizes cars movements. Centralizes cars requests and bookings. Contact person for car use/booking
- Sets up car log books to record vehicles movements/refueling/fuel consumption/private use of cars/ reimbursement to MSF for private use of cars.
- Contact person for parking and garage
- Coordinates and performs airport pick-ups and drop-offs of onshore/offshore staff, visitors (or do we go for bus/taxi?)
- Gives technical logistical support to boat in agreement with Deck Manager.
- Assists with logistical activities on board boat when in port



## Requirements

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- Education**
- Essential Secondary Education
- Experience**
- Desirable experience with other NGOs
- Languages**
- Italian and English.
- Knowledge**
- Computer literacy and radio equipment user-knowledge
- Behaviour**
- Results and Quality Orientation
  - Teamwork and Cooperation
  - Behavioural Flexibility
  - Commitment to MSF Principles
  - Service Orientation
  - Stress Management