



**MEDECINS SANS FRONTIERES is a non-governmental organization for humanitarian aid. Today we work in more than 60 countries where our volunteers bring their aid to populations in distress, to victims of aggression and war, regardless of religion, beliefs or politics. MSF Operational Centre of Brussels is looking for a:**

## **LOGISTICS FIN HR MANAGER**

### ***Operational Context***

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, a rehabilitation center for victims of torture (VOT);
- In Catania, MSF is opening a post-acute care center for migrants;
- In Trapani, psycho social support and transcultural psychotherapy for asylum seekers;
- In Italy, psychological first aid (PFA) for traumatic boat landings;

### ***Purpose of the post***

Planning, coordinating, and monitoring all technical logistics, supply chain, HR and finance related activities in the project according to MSF protocols, standards and policies, in order to optimize the mission's response to the needs of the target population and ensure an optimal running of the project.

### ***Main objectives***

- Establishing, planning and supervising in close collaboration with the PC and the LogCo/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, planning and guaranteeing the quality of construction and rehabilitation projects and the first line ICT support
- 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.

#### **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***

- Responsible for preparation of all PFA materials, replacing and purchasing after every PFA all food and non-food items.
- Responsible of the closure of the activities of the project of Trapani and Province.
- ADMIN/HR: closure of the finance and update of the last budget/forecast, closure of infrastructures contracts, closure of Homere and Stir, final evaluations, relationships with authorities and suppliers.
- LOG/Supply: Assist the Field Co to the normal procedure about the project closure; closure of the fleet in accordance with the operational strategy; make sure proper hand over of infrastructures to the owners after contracts ends; ensure proper follow up or donation of all MSF properties and materials
- Being able to give an operational answer in case of emergency or any change of chronogram or strategy.

***Requirements:***

**Education**

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

**Knowledge**

User level knowledge of MS

**Competencies**

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

**Languages**

Essential, Mission working language.

**Conditions**

- 4 months fixed-term contract
- Salary according to MSF-OCB Field salary scale.
- Expected starting date: **19 February 2018**
- Place of work: Trapani
- Project: Psychosocial support for Migrant Population in Trapani Province

**How to apply?**

Application (CV and cover letter in english) to be sent to

[Msfocb-rome-office@brussels.msf.org](mailto:Msfocb-rome-office@brussels.msf.org)

**Please note that only short-listed candidates will be contacted.**