



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:

SAR SUPPLY 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 (SoT);
- 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

Defining, coordinating and monitoring the supply chain activities in the project according to MSF protocols, standards and procedures in order to ensure the optimal running of the project.

Main objectives

- With the support from Regional Supply Chain Coordinator, planning and performing the daily supply activities linked to cleaning and emptying logistic stocks located in Augusta: market assessment of service providers, physical stock inventory, customs procedures to nationalize/export the goods, transport planning, reporting
- Ensuring availability of relevant documentation to show traceability of goods, and communicating relevant data to stock owners and line manager
- Monitoring and ensuring a smooth running of supply administration and the respect of the implemented supply procedures, proposing adjustments where needed
- Informing the Regional Supply Chain Coordinator in case of any major issue and drawing-up all required reporting, in order to keep updated and reliable information that will help in decision-making
- Performing any other tasks within the scope of his/her role, as directed by supervision and according to the needs of the mission/project

Context Specific Accountabilities

- Performing a local market assessment to validate a competent and reliable forwarding agent (offering customs clearance services) in Augusta
- Performing complete physical stock inventory of all the stocks located in Augusta and providing a standard MSF inventory report (items codes/descriptions/quantities in stock/goods value)
- Being responsible for physical (arrangement) and administrative management of the stocks (follow-up of

- out movements), using the standard MSF tools (Q4) and documents
- Ensuring physical preparation of the goods, guaranteeing good distribution practices (GDP)
 - Issuing the right transport documentation to ensure goods traceability and compliance with local regulations (packing lists, freight manifests/cargo manifests, donation certificates, DDT)
 - Performing local market assessment to validate transport companies, according to needs and as per standard procedures and policies
 - Planning and organizing transport of goods to places of delivery or disposal, respecting security and safety guidelines
 - Following-up customs processes (nationalization/export declarations) with validated forwarding agent, respecting local customs procedures and EU regulations
 - Ensuring proper archiving of all related documentation (customs declarations, MRN, donation certificates, freight documents, certificates of disposal, embarkation certificates, invoices)
 - Managing the activities of the daily workers hired temporarily to support the MSF team, supervising loading and offloading of trucks/vessels when needed
 - Reporting any problems or modification of local context to his/her line manager
 - Performing any other tasks within the scope of his/her role, as directed by supervision and according to the needs of the mission/project.

Requirements:

Education

Essential degree and specialization in Logistics/Supply Chain is an asset

Experience

- Minimum 1 mission with MSF, in a Supply position
- Desirable proven understanding of MSF field Logistics (general knowledge of MSF equipment and kits)

Competencies

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

Knowledge

- Computer literacy (word, excel, internet)
- Stock management
- Transport & customs

Languages

Italian and English essential

Conditions

- 3 months fixed-term contract
- Salary according to MSF-OCB Field salary scale.
- Closing date: **3rd June**
- Expected starting date: **ASAP**
- Place of work: Sar
- Project: Rome

How to apply?

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

MSFOCB-Rome-Office@brussels.msf.org

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