



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:

SUPPLY CHAIN OFFICER

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

Organizing and supervising the daily supply chain activities and the teams associated, in the coordination or project level, according to MSF protocols and standards in order to ensure the optimal running of the mission

Main objectives

- Supervising and organizing the daily activities of the Supply Chain team, including Supply Supervisors, and ensuring they perform the tasks linked to their role
- Being responsible for the order, purchase, stock and freight management in the coordination or in the project level, monitoring and ensuring an efficient implementation of the overall daily supply chain activities
- Monitoring and ensuring a smooth running supply administration and the respect of the implemented supply procedures, proposing adjustments where needed.
- Being responsible for the supply database and the correct filling and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data
- Communicating with customers, keeping them up to date concerning their orders status (BO confirmation) and prioritizing procurement and transport according to their needs
- Collecting claims from the field, analysing causes and making corrective actions.
- In collaboration with the Supply Supervisor (if any) and in coordination with the HR department, supervising the associated processes (recruitment, training/induction, briefing/debriefing, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Informing the Logistics / Supply Manager in case of any major issue and draws-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 role, as directed by supervision and according to the needs of the mission

Context Specific Accountabilities

- Performing the day-to-day supply activities of the coordination office and project(s) based in Rome, as well as the implementation of the supply procedures, ensuring an efficient administrative process and an optimal running of the programs

Order processing:

- Processing the requests received from all projects based in Rome or Sicily, according to mission's procedures and order cycle, and ensuring pro-active communication regarding lead-time and back-orders (IR follow-up, back order monitoring)
- Supporting the projects in the definition and plan of needs: standard lists, forecasts and orders chronograms

Procurement:

- Performing local market assessments for recurrent items (drugs, medical materials, stationary, cleaning materials, hygiene products, non-food items) and day-to-day purchasing activities, according to priorities, and as per MSF standard policies and the mission's procurement strategy (centralization of purchases for Roma projects)
- Keeping the list of validated suppliers as well as the LogistiX7 supplier-item-price data updated
- Informing his/her line manager of all information or modification related to the data and market dynamics

Stock management:

- Physically and administratively managing the stocks of stationery, hygiene and cleaning materials for the offices, centers, and guest houses
- Ensuring good follow-up of the services provided by an external company for the warehousing and management of the project stock of non-food items
- Communicating monthly stock reports to stock owners and line manager (stock levels, movements follow-up, list of soon expired items)

Transport:

- When required, organizing local and national transport of goods to the projects, guaranteeing the right transport conditions and issuing the right documentation

Database management:

- Ensuring correct management of LogistiX7 database, or any other tool, as well as availability of relevant information, guaranteeing traceability of transactions and transparency of procurement processes

Archiving:

- Ensuring correct filing and archiving of supply documentation as per MSF policy and local requirements
- When needed, participating in project and coordination activity meetings
- Reporting any issues, or deviations from standard procedures to his/her line manager, the Regional Supply Chain Coordinator, in order to keep updated and reliable information to facilitate decision-making process
- Performing any other tasks within the scope of his/her role, as directed by supervision and according to the needs of the mission.

Requirements

Education

Essential degree and specialization in Logistics/Supply Chain

Experience

- Essential in supply chain management (minimum 1 year) and in organization of supply administration and procedures
- Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits)

Competencies

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

Knowledge

Essential computer literacy (word, excel, internet)

Languages

Italian and English essential

Conditions

- 1 year fixed-term contract
- Salary according to MSF-OCB Field salary scale.
- Closing date: **19th June**
- Expected starting date: **ASAP**
- Place of work: Rome
- Project: Coordination

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.