

JD
Logistics Manager

Family: Logistics
Place of Mission: Kilis

MAIN OBJECTIVES OF POSITION

- To provide logistics support including medical supply to all relevant activities of the project with logistics tools and resources defined by Logistics Coordinator in order to facilitate achieve the operational objectives.
- To implement all relevant logistics procedures under supervision of her/his hierarchical supervisor and technical supervisor in compliance with MSF standard and policies while managing all relevant activities and proposing further improvements.
- To manage human resources of logistics team and to develop its capacity through supervision and training.
- To implement security rules in accordance with mission and project security guideline developed by members concerned of MCT (Mission Coordination Team).

FUNCTIONAL AND HIERARCHICAL LINES

S/he reports hierarchically to Field Coordinator and functionally to Logistics Coordinator.
Logistic Manager is the team leader of the logistics team of the project and responsible of logistics implementation and follow-up in consultation with Logistics Coordinator and Field Coordinator.

RESPONSIBILITIES AND TASKS

1. Logistics Management

- To implement all relevant logistics procedures under supervision of her/his hierarchical supervisor and technical supervisor in compliance with MSF standard and policies.
- To brief international staff and national managers on all logistically covering area.
- To ensure that all MSF properties and rented assets in the project are maintained on good conditions for the team in compliance with health, safety and security measures in accordance with MSF standard in consultation with Logistics Coordinator.
- To organize regular meetings with the logistics teams Including specialized logisticains in order to achieve project goal with good understanding of each other's activities and priorities.
- To communicate activitely with other team members especially with medical team to understadand their needs and provide appropriate and timely support to the team.
- To organise/participate proactively in meetings with managers and coordinators in order to ensure smooth collaboration of all departments in terms of activities running.

2. Supply :

- To organise the procurement system in line with local or regional procedures, in direct agreement with his/her direct hierarcal and functional supervisors, depending on facilities for importing materials and/or medicines.
- To make local purchases in accordance with MSF procurement rules.
- To ensure the quality of products and services provided, timeframes and competitiveness of prices (several quotations), in line with the code of professional conduct.
- To prepare relevant orders for purchases in line with logistical, medical and administrative needs, in compliance with procedures (logistics use, signing orders, etc.) such as order request, purchase order, etc.
- To be responsible for the administrative supervision of internal and external orders; ensure that all documents relating to orders (waybills, packing lists, etc.) are correctly filed.
- To oversee conditions of acceptance of freight or materials arriving by truck and the organisation and preparation (including packing and documentation) or materials to be shipped.
- Coordinate and follow up with MSF Turkey Supply Unit the procurement done through them, following the country procurement procedures.

3. Stock Management and Inventory :

- To maintain appropriate stock level considering proper estimation of consumption, buffer stock and lead time with avoid any shortage of supply.
- To ensure proper storage, packing and stock management (monitoring daily consumption and updating stock cards) in compliance with MSF standard (food, hygiene, hazardous substances, etc.) and to provide the medical teams with technical support for the pharmacy (or pharmacies).
- To take a physical inventory of all MSF stocks and goods, in accordance with the mission standard defined by Logistics Coordinator.
- To evaluate regularly the storage areas to meet the needs of the project (volume, security, etc.) and to propose possible adaptations to Field Coordinator in technical support of Logistics Coordinator (new premises, etc.).

4. Water, Sanitation and Hygiene

- To guarantee a proper implementation of essential water and sanitation for all facilities where MSF may intervene while diagnosing the sanitation situation of the project and the environment of the beneficiaries.
- To ensure implementation of Hygiene measures, Universal Precautions and Medical Waste management in the project, as well as training the staff involved, in collaboration with the medical team.
- To ensure water supply to MSF premises in terms of quantity and quality.

5. Fleet Management :

- To organize movements with high safety & security precaution in the project and/or between the project and the capital in close communication with Field Coordinator and Logistics Coordinator.
- To ensure complete implementation of proper and regular maintenance and correct completion of the logbook of MSF vehicles (and rented car, if required).
- To constant training to the drivers in driving skills and safety in accordance with MSF regulation by closely follow-up of Logistics Coordinator.
- To monitor fuel consumption of vehicles and mechanical equipment (generators), and the use of spare parts.
- To keep evaluating the fleet capacity and the project needs and to propose any requirement or changes to Field Coordinator in consultation with Logistics Coordinator.

6. Communication:

- To ensure that sufficient means of communication to meet communication needs are available in consultation with Logistics Coordinator in accordance with mission communication policy.
- To ensure the access to an emergency means of communication 24/7 is in good order and ready to use.
- To ensure proper operation of the means for use, maintenance and management of communication equipments.
- To update contact lists for all communication means.
- To brief the project teams on the operation and rules of use of the means of communication.

7. Eprep

- To ensure Eprep scenarios and plan are adapted in collaboration with Field Coordinator.
- To assist Field Coordinator and Logistics Coordinator for emergency response while contributing to emergency preparedness plan.

8. Human Resource

- To define and update operational needs and assure appropriate human resources to meet such operational needs based on rosters.
- To prepare job profile of each positions of logistics staff and define the level of responsibility under the approval by Field Coordinator and HR Coordinator.
- To participate in recruitment process for logistics staff in accordance with mission recruitment procedure.
- To develop the capacity of the logistics team while organizing trainings and defining necessities of trainings for the logistics staff.
- To ensure that the logistics team is supervised in compliance with the MSF rules and procedures and the laws of the host country.

9. Administration

- To be responsible to negotiate and communicate with external parties concerned in terms of logistics in the project in close communication with Administration Manager under the supervision of Field Coordinator.
- To perform technical assessment and approval of rented infrastructures and buildings in consultation with Logistics Coordinator.
- To ensure that all documents related to infrastructures, installations and equipment are filed in an organised manner.
- To participate in preparing, updating and monitoring logistics budget in conjunction with Administration Manager.

10. Security

- To ensure that security guidelines are known and respected by all the team.
- To ensure that all security measures are in place according to Mission Security Guidelines in collaboration with Logistics Coordinator and Field Coordinator.
- To collaborate with Field Coordinator in the follow up of context and security in the area.
- To be responsible for all the identification material in the project, if required.
- To participate in preparing and/or updating project security guideline including evacuation plan in accordance with mission security guideline.
- To be responsible for implementation of the project security guideline with support of Field Coordinator and Logistics Coordinator and for logistics preparedness for evacuation plan.

12. Reporting

- To prepare activity reports with all relevant records such as fuel consumption monitoring, Marmota and LogistiX 7 data, etc. in line with the frequencies established for the mission and to ensure that statistical data is regularly updated.
- To assess the quality of logistics service of the project by on a quarterly basis (forms to use).
- To immediately inform Field Coordinator of any information that has or could have an impact on the security of MSF staff and/or property.
- To immediately inform Logistics Coordinator of any issues arising within the project in terms of logistics.

REQUIREMENTS

Technical skills:

Education: Secondary education and basic training in a technical area (carpentry, electricity, mechanics, etc.).

Languages: Mission working language essential (English), Arabic and Turkish are assets.

Experience: Desirable working experience of one year in humanitarian logistics including the experience in areas with security risks

Knowledge: Essential computer literacy (MS Office, especially Excel)

Personal skills:

- Organizational skills, multi-tasks management
- Negotiation skills
- Good communication and interpersonal skills
- Multi-cultural flexibility or experience with respecting different cultures
- Rigorous and initiatives.
- Flexibility– being able to work in a team and respond to emergencies
- Strong sense of integrity and result oriented
- Ability to delegate, coach and increase the responsibility and knowledge of medical staff
- Stability & Team spirit.
- Ability to measure the impact of statement (being in consideration of delicacy of the context).
- Willing to work closely with local staff and community while having sensitivity to public and private matters (without commingling them).