

Job Vacancy Announcement (Internally and Externally)

LOGISTICS MANAGER

We are an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters, and exclusion from healthcare. We offer assistance to people based on need, irrespective of race, religion, gender, or political affiliation.

Job Family	Logistics and Supply
Place of Work	Deir Ezzor, Syria
Level	9
Contract of Employment	Service Agreement for 3 months renewable « We are still under the emergency phase of the project, and as such our longer term presence in Deir Ezzor is not yet clear. The project may shift focus to other areas as per the needs and activities. »
Main Purpose: Planning, coordinating and monitoring all logistics related activities in the project or capital and providing support to medical assistance activities, according to MSF protocols and standards in order to ensure an optimal running of the project	
<u>Accountabilities</u> <ul style="list-style-type: none"> Assisting the Project Coordinator or Logistics Coordinator in the definition and follow-up of logistics activities in the project or capital, in conjunction with other medical project managers in order to identify and give a response to the needs of the targeted population Ensuring and monitoring the implementation of logistics/technical activities in the project / capital including the following: <ul style="list-style-type: none"> Logistics: (construction, transport of goods and staff, communications, water and sanitation, vehicles and engines, equipment/installation and infrastructures, communications, installation and maintenance of functional office space(s) and lodging facilities for international staff in adequate living conditions) WHS: implementation of water, health and sanitation activities Supply: implementation and maintenance of an appropriate supply chain for the project Implementing all administrative related activities linked to logistics (orders, insurances, vehicle contracts, etc.). Participating in the planning and implementation, together with the Logistics Coordinator, the Project Coordinator and the HR Coordinator, the HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the logistics staff in the project / capital in order to ensure both the sizing and the amount of knowledge required to correctly perform all logistics activities. Ensuring technical reference for all logistics/technical issues in the project and providing coaching to logistics staff under his/her responsibility. Ensuring all staff in the Project is properly briefed about use of communication tools (handsets, HF/VHF, etc.). Defining and monitoring technical aspects of the project risk reduction policy, transport, communication, protection, identification and preparation of the technical aspects of the project security policy and guidelines, evacuation plan and contingency plan, performing day-to day monitoring of the application of security rules and reporting to the Project Coordinator any problem that may arise. For this purpose, the Project Logistics Manager will have to create an appropriate environment to facilitate security exchange of information. 	

***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

- Participating in monthly reports according to guidelines

MSF Section/Context Specific Accountabilities:

The Logistic Manager is required to implement and follow the managerial, organizational and administrative systems and work processes with the aim to provide timely and reliable logistics and supplies support to the logistics team and infrastructure. In particular :

Log Management

- Ensure an efficient departmental organizational structure in cooperation with the LTL with reasonable distribution of work-load among staff and better supervision of all ongoing – and additional to be established activities related to the logistic works in Abu Kamal.
- Ensuring that efficient work processes according to MSF policies/guidelines are in place and functioning.
- Supervising the logistics supervisor and his team (maintenance agent, BFO, drivers & watchmen)
- Collaborating closely with project logistic/administration

Safety and Security

- Ensures that regular inspection done in the living and workplace locations for safety hazards as well as ensure the electrical & fire safety minimum requirement as per MSF protocols. Provide training yearly to all staff
- Ensure movement procedures and all other Applied Security implementation system to guarantee mitigation for respective Local Security Plans and mission related protocols (e.g.: Lost Contact Protocol, Fire safety and Site protection etc.)
- Assist the LTL/PC with security-related decisions when requested
- Responsible for keys management of all lockable doors.

Planning/ Procurement (local and international)

- Ensures requests & purchase order are processed according to MSF procedure ,
- Initiate and manage yearly market survey and identify preferred supplier for all items needed for our operation
- Represent MSF with local third party suppliers and contractors
- Draft and finalize local third party supplier contracts
- Support the project in Annual Budget Planning & Review for Logistics expenses required for the project.

General stock and assets management

- Ensure the assets list match the reality on the ground (status/ location, etc.) and that it is updated as per the mission addition and disposal Protocol.
- Ensure all MSF contracts, lease agreements and other such commitments with third party contractors are properly archived, recorded and up to date.

Reporting and analysis

- Collaborate in the monthly, 4M, 8M and 12M logistical project reporting in all related fields as per the MSF reporting system
- Submits monthly progress report to LTL for inclusion in monthly log report

Maintenance and rehabilitation

- Provide MSF Project Initiation Form (PIF), Scope of work and Bill of Quantities (BOQ) for all structural maintenance and all new construction

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- Responsible for the development of infrastructure and equipment maintenance plans and development of checklists (facility / non-medical equipment) in cooperation with responsible staff.
- Ensures preventive/systematic maintenance of all facilities and equipment;
- Supervise small scale subcontracted construction and rehabilitation works (tender process, contractor supervision, quality control);
- Ensures and follow-up with maintenance activities of generator and vehicles done in time.
- Ensure facilities remain in good state (plumbing, lighting, roofing, furniture etc.).
- Ensure equipment remain in good state (power supply, communications, computers etc.)

Power supply and energy

- Ensures continuous power supply in all facilities
- Ensure the implementation of preventive maintenance plan is in place and followed

Fleet management

- Ensures smooth running of the fleet management and on job training of the drivers
- Follow-up with vehicle follow-up sheet reporting & analysis for all vehicles; cooperate with the project logs team to collect all necessary information.

IT and Communication Systems

- Ensure all local MSF communication systems (mobile phones, internet connection, sat phones and InReach) function properly in all facilities where MSF staff operate in the project area.
- Ensure all IT equipment is properly maintained and used.
- Ensure the data protection (digital hygiene)
- Ensure all communication equipment is in good working order and properly installed, maintained and programmed.
- Maintain MSF communication list and list of sim cards in the project.

Facilities Management and Maintenance

- Ensure Job requests and JR follow up sheets are maintained in the project Level.
- Ensure each equipment have a logbook and maintaining for maintenance records.
- Review JR follow up sheet, sharing with LogCo and ensure proper reporting in LRS on time (once implemented in the project)

Compliance

Ensure complete accountability as per Authorization Table and keep records properly informed.

Requirements

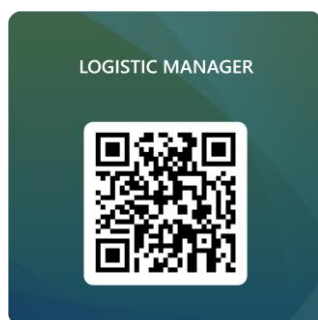
Education	<ul style="list-style-type: none"> • Essential secondary education and technical diploma or technical university degree, preferably as an engineer
Experience	<ul style="list-style-type: none"> • Essential at least two years of working experience in logistics related activities. Desirable previous experience with MSF or other NGOs, and working experience in developing countries
Language	<ul style="list-style-type: none"> • Mission language essential; local language desirable.
Location	<ul style="list-style-type: none"> • Candidates from Dier Ezzor city will be prioritised
Knowledge	<ul style="list-style-type: none"> • Computer literacy
Competencies	<ul style="list-style-type: none"> • People Management and Development L2 • Commitment to MSF Principles L2

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	<ul style="list-style-type: none"> • Behavioural Flexibility L3 • Results and Quality Orientation L3 • Teamwork and Cooperation L3
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How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/6nKDx2FH4J>

Only shortlisted candidates will be contacted through their email address.

Deadline of Application: **19 April 2025 (Friday)**.

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