External and internal job vacancy

SUPPLY CHAIN OFFICER

MSF provides medical assistance to populations facing life-threatening crises: primarily in the event of armed conflicts, epidemics, pandemics, natural disasters and exclusion from healthcare. The care provided is of high quality and free of charge.

MSF Switzerland aims to achieve gender parity in its efforts towards equity, diversity and inclusion (EDI). ***Applications from women are strongly encouraged.***

It is strictly forbidden to demand or offer anything (sexual favours, goods or money) in return for a job opportunity.

If you are approached by a member of staff asking for money or favours, please contact the Human Resources department where the recruitment is taking place or report the situation by email to: MSFCH-Syria-HRCo@geneva.msf.org

1. Type of vacancy

☒Full-time position ☐Part-time position ☐ Reserve pool

Number of vacancies: **1** **Application deadline: 15th of November**

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2. Job details

→ Project: **SY101**
→ Location: **DAMASCUS**
→ Mobility: **Possibility of traveling to the projects**
→ Contract type: **Service Agreement**
→ Monthly hours**: 208 hours**
→ **Duration : permanent position the successful candidate will be contracted with a service agreement on monthly basis then offered an employment contract once the process of registration is completed.**
→ Level: **7**
→ Department: **Supply**
→ Line manager: **Supply Coordinator**
→ Supervises: **0**

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3. Project background

☐ Armed conflict(s) ☐ Natural disaster ☒Exclusion from healthcare
☐ Epidemic/pandemic ☐ Displaced population

→ Project start year: **2025**
→ Project type: **STABLE**
→ Comments: All applicants must be able to work with vulnerable populations. MSF staff must demonstrate respectful and exemplary behaviour.

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4. Main responsibilities of the post

- Supervising and organizing the daily activities of the Supply Chain team
- Being responsible for the order, purchase, stock and freight management in the coordination or in the project level

- Monitoring and ensuring a smooth running supply administration and the respect of the implemented supply procedures.
- Being responsible for the supply database and the correct filing 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
- 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)
- Informing the Logistics / Supply Manager in case of any major issue and draws-up all required reporting.

Context specific responsibilities:

- Stakeholder communicaiton: Maintain regular communication and coordination with supply and procurement stakeholders .
- Market assessments.
- Capacity building: Provide support to project teams by facilitating training sessions and coaching on supply chain procresses, tools, and compliance.
- Custom clearance and importation.
- Warehouse collaboration: Work closely with the warehouse team to align on delivery and dispatch schedules.

Please note that the responsibilities listed above are not exhaustive. *The Job Description, which includes all responsibilities associated with this role, will be made available to and signed by the successful candidate(s) for the role*.

5. Selection criteria

Education and Qualifications

- Essential:
  - University Degree is essential
  - Knowledge of the mission language: At least a B2 level of English with a proven certificate, and Arabic fluent
  - Computer literacy (Word, Excel, Internet) is essential
- Desirable:
  - University specialisation in Supply Chain
  - ERP experience desirable

Experience

- Essential:
  - Minimum of 2 years' experience in supply chain management and in organization of supply administration and procedures is essential
  - Proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits) is desirable
- Desirable:
  - Experience in Humanitarian Supply Chain is desirable

Required qualities

Results and Quality Orientation **L2** , Teamwork and Cooperation **L2** , Behavioral Flexibility **L2** , Commitment to MSF Principles **L2** , Stress Management **L3**

6. Documents to be provided

1. **Cover letter written in English** clearly indicating SURNAME, NAME_COVER LETTER
2. **Curriculum Vitae written in English**: **maximum 2 pages**, clearly indicating SURNAME, NAME_CV
3. Copies of the degree for the post or your highest degree.
4. Copy of training certificates **relevant to the position.**
5. Copies of employment certificates **relevant to the position.**

Any application that is incomplete and/or does not meet the criteria will be rejected. In the event that no candidate meets the criteria required for the post, MSF reserves the right not to shortlist anyone.

If the applicant cannot read or write, please consult the project's HR Administrator.

7. Submission of applications

- Electronic application: Please send the required documents in **PDF format through this** https://forms.gle/vZTsTxqdfej7rPQn6
- **or via QR code below:**

MSF OCG does not reimburse any travel expenses incurred by candidates during the recruitment process.

If you have any questions regarding this role or the recruitment process, please contact us MSFCH-Syria-PAM@geneva.msf.org

We would like to thank all applicants for their interest in this role and in joining or developing their career within the MSF team.

Carolina Liechtenstein
Human Resources Coordinator
MSF OCG in Syria