LM01600
SUPPLY CHAIN TEAM LEADER

Level 10

Reports to (Hierarchical)
Logistics Coordinator / Supply Chain Coordinator

Reports to (Functional)
Logistics Coordinator / Supply Chain Coordinator

Job Family
Logistics and Suppy

Main Purpose
Overall responsible for the correct planning, implementation and monitoring and management of the supply chain activities and sections (Order Processing, Procurement, Warehouse and Transport and Customs) at coordination level, in accordance with **MSF** protocols, standards and procedures in order to contribute to an efficient running of the mission.

Accountabilities
- Managing the supply sections at coordination level: Order Processing, Procurement, Warehouse (log and med), and Transport and Customs departments
- Defining objectives of the supply sections under his responsibility, according to the global supply strategy and making sure that objectives of the different departments are in line
- Planning, coordinating and supervising the daily activities of the Supply sections at coordination level and defines their level of priority. Implementing the adequate tools and procedures defined by the Supply Chain Coordinator
- Evaluating the workload of each department and the performance of the different sections and reporting the evolution to the Supply Chain Coordinator, proposing re-dimensioning where necessary
- Coordinating communication lines and functional links between the Supply departments and other departments (Finance, Medical and Logistics departments)
- Ensuring good communication process and satisfactory levels with the projects
- Ensuring a smooth running supply administration and the respect of the implemented supply procedures. Proposing adjustments where needed
- Evaluating the HR set-up related to supply (team sizes, JD, organigrams, division of tasks and responsibilities), manages the different supply teams in the coordination and participates in the selection, the follow-up (training-coaching) and evaluation of the staff under his/her supervision

Education

Essential degree and specialization in Logistics/Supply Chain.

Experience

- Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures..
- Desirable proven understanding of **MSF** Field Logistics (general knowledge of **MSF** equipments and kits in accordance to the nature of the project).

Language Level Description
B2 Independent User
Vantage or upper intermediate

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

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