LS02900
SUPPLY CHAIN OFFICER

Level 7

Reports to (Hierarchical)
Logistics Manager / Supply Manager

Reports to (Functional)
Logistics Manager/ Supply Manager

Job Family
Logistics and Supply

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

Accountabilities
- 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 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 (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

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 equipment and kits)

Language Level Description
B1 Independent User
Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

Generated at 2026-11-02 01:56:34 +0000

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