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| **Title:**  | SUPPLY CHAIN TEAM LEADER |
| **Generic Function:**  |  |
| **Code:** | LM01600 |
| **Level:** | 10 | **(E)** |

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| **Position in the Organization** |
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| **Reports to (Hierarchical):** |  Logistics Coordinator / Supply Chain Coordinator |
| **Reports to (Functional):** |  Logistics Coordinator / Supply Chain Coordinator |
| **Job Family:** |  Logistics and Suppy  |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| 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. |

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| **Accountabilities** |
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| * 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
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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** |
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| **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).
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| **Languages**  | Mission language essential; local language
desirable |
| **Knowledge** | Computer literacy |
| **Competencies** | * People Management and Development **L2**
* Commitment to MSF Principles **L2**
* Behavioural Flexibility **L3**
* Results and Quality Orientation **L3**
* Teamwork and Cooperation **L3**
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This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**