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| **Title:**  | LOGISTICS SPECIALIST |
| **Generic Function:**  |  |
| **Code:** | LS02600 |
| **Level:** | 8 | **(E)** |

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| **Position in the Organization** |
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| **Reports to (Hierarchical):** | Logistics Coordinator/ Logistics Manager |
| **Reports to (Functional):** | Logistics Coordinator/ Referent in HQ/ National Technical Referent |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Carrying out assessments and ensuring the implementation, maintenance and monitoring of the technical work in the projects within a certain area of specialization (Electrical Engineering, GIS, ICT, Biomed, Mechanical Engineering, Architecture, Construction Engineering ) according to **MSF** protocols and standards in order to ensure an optimal running of the project and its infrastructures and the efficient use of the systems and equipment |

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| **Accountabilities** |
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| * Defining procedures and ensures the implementation, monitoring, maintenance and correct functioning of the technical work within his/her area of specialization
* Managing the technical activities in support to and in close collaboration with the field responsible of the sector of activity (s)he is primarily in support.
* Carrying out assessment and feasibility studies in the project to provide line managers with alternatives and possible solutions to infrastructure challenges in the area of specialization e.g. installing / building / implementing. Liaising directly with the staff to identify the project needs and managing response and prioritization of requests.
* Where standard protocols are not available or appropriate, developing a protocol seeking extensive feedback and pilot tests to ensure its functioning as well as defining functioning standards and monitoring systems.
* Ensuring the proper documentation, filing and the compilation of the installation and maintenance done or required
* Acting as a technical referent, providing technical advice and oversight of quality and strengthening knowledge of the team. Providing training sessions to technicians, the managers and supervisors in the overall set-up, use and maintenance of new installations
* When required, acting as Flying expert in a mission and providing deep technical advice to managers
* Performing delegated tasks specific to her area of speciality and as defined in his/her job description
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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** |
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| **Education** | Essential technical diploma or technical university degree, in his /her area of speciality, preferably as an engineer |
| **Experience** | * 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
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| **Languages**  | Mission working language essential |
| **Knowledge** | Computer literacy |
| **Competencies** | * Results and Quality Orientation **L2**
* Teamwork and Cooperation **L2**
* Behavioural Flexibility **L2**
* Commitment to MSF Principles **L2**
* Stress Management **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.**