LC00600
DEPUTY COORDINATOR in charge of

Level 12

Reports to (Hierarchical)
Logistics / Supply Chain/ WHS or Technical Logistics Coordinator

Reports to (Functional)
Logistics / Supply Chain/ WHS or Technical Logistics-Coordinator

Job Family
Logistics and Supply

Main Purpose
Supporting the Logistics Coordinator (or Supply Chain Co or WHS Co or Technical Logistics Co) through delegated tasks and responsibilities, replacing him/her in his/her absence and participating and collaborating in the implementation of strategies and support to the field in accordance with MSF standards and protocols in order to enable the development of the mission and optimize the impact of the medical projects

Accountabilities
- Participating actively in the definition and monitoring of annual project planning and budgets and the Emergency Preparation Plan, defining strategies and advising the Logistics Coordinator or Supply Chain Coordinator / WHS Coordinator (if present in the mission) in the translation of the identified needs into objectives, priorities and resources needed for intervention
- Defining, monitoring, evaluating and ensuring the implementation of the strategies and activities in the mission of one or more of the following activities, as defined in the delegated tasks, according to MSF standards, protocols and procedures:
  - “…In charge of Logistics” : all logistics activities in the mission, including supply & WHS
  - “…In charge of WHS”: only WHS activities
  - “…In charge of Supply”: only Supply Chain activities
  - “…In charge of Technical Logistics”: all logistics activities in the mission excluding supply
- Planning, supervising and implementing, in close coordination with the HR Coordinator, the associated processes (recruitment, training, briefing/debriefing, performance evaluation, detection of potential, development and internal communication) of the staff under his/her responsibility in order to ensure both the sizing and amount of knowledge required
- Ensuring technical support to his/her team as well as to all other teams in the mission
- Representing MSF in meetings with Authorities and other NGOs at the request of her/his respective Coordinator
- Performing tasks delegated by the Logistics / Supply Chain/WHS or Technical Logistics Coordinator, as specified in the specific tasks as specified in his/her job description

Education

Essential degree and Specialization in Logistics/Supply Chain/ WHS

Experience

- Essential working experience of two years in relevant jobs, experience with **MSF** or other NGOs
- Desirable proven understanding of MSF Field Logistics (general knowledge of **MSF** equipment and kits in accordance to the nature of the project

Language Level Description

C1 Proficient User

Effective Operational Proficiency or advanced

- Can understand a wide range of demanding, longer texts, and recognise implicit meaning.
- Can express ideas fluently and spontaneously without much obvious searching for expressions.
- Can use language flexibly and effectively for social, academic and professional purposes.
- Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

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