

Médecins Sans Frontières Spain – OCBA (Operational Centre Barcelona and Athens) is looking for a:

LOGISTIC COORDINATOR POOL EMERGENCY UNIT

Do your skills and experience not precisely match the requirements? MSF-OCBA is an organization committed to promoting diversity and equity by providing equal access to professional opportunities. We understand that women, people of colour, indigenous individuals, members of the LGTBI+ community, and other underrepresented groups often hesitate to apply for employment if they don't meet all the requirements. At MSF-OCBA, we strive to create a diverse, inclusive, and genuine workplace. Therefore, if you're interested in this position but your experience doesn't align perfectly with the selection criteria, we encourage you to apply anyway. You might be the ideal candidate for this or other positions.

GENERAL CONTEXT

Médecins Sans Frontières is an international independent medical-humanitarian organization, which offers assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

GENERAL OVERVIEW

Emergency responses fall under the responsibility of the Operations Department, specifically the Emergency Unit (EU).

The operational plan is channeling most of its energies and capacities towards providing lifesaving and comprehensive care for victims of acute and protracted conflict and violence, emphasizing high quality interventions and the safety and dignity of patients. In doing so, OCBA will have Emergency response to acute needs at the forefront of our organizational priorities and culture, in a range of 20 to 30% of our operational volume.

We will continue improving timely and appropriate emergency response in conflicts, to outbreaks and to acute nutritional crises.

GENERAL OBJECTIVE

Hierarchically accountable to the Head of the Emergency Unit (REUE) and/or its deputy, and functionally under the Operational Cell-based Logistics Responsible (TELOUE), (S) he is part of a team composed of around 20 people of MSF OCBA "Emergency Team", or emergency pool. A typical intervention is composed of a General Emergency coordinator, emergency medical/logistic/financial coordinators and medical/logistic/financial technicians. (S) He will be responsible to support and manage all activities developed by the logistical teams working for MSF OCBA in the field, ensuring a suitable response. Exceptionally and if timely adequate, (S) he will also oversee launching regular activities and/or projects in countries where MSF OCBA is not present.

MAIN RESPONSIBILITIES

- To ensure a smooth operational logistics set up, following up and eventually closing of emergency missions for OCBA.
- To guarantee the respect of the general humanitarian policy of OCBA
- To ensure the highest possible quality standard of the intervention in accordance with the medical, logistic, financial, human resource and communication policies of OCBA
- To propose logistical deployment plan for the intervention within the scope of the organisation's capacity
- To support the Emergency Coordinator (HoM) in the elaboration and implementation of the security guidelines in the country of intervention
- To guarantee appropriate living conditions are implemented to ensure the physical and mental wellbeing of the emergency team.
- To guarantee the capitalisation of the logistical field experience
- To contribute to develop the expertise of OCBA.
- To conduct support activities at HQ level when required

SPECIFIC ACTIVITIES

- Preparedness & conduction of exploratory missions for MSF OCBA.
- Plan & implement logistics technical activities in the emergency intervention.
- To back up the HoM if needed.
- Report in regular basis to Emergency General coordinator & TELOUE in the progress and constraints on the logistical operations.
- Responsible for the proper application of HR policies and associated processes (recruitment, training, briefing/debriefing, evaluation, potential, detection, and internal communication).
- Responsible for ensuring technical reference and support for all logistics/technical issues in the mission.
- Responsible for ensuring installation and maintenance of functional office space(s) and lodging facilities in an adequate living condition as well as all the equipment required.
- Responsible for ensuring the proper use and maintenance of IT (computers, software, backups, etc.) and communication tools as well as the communication means in the Mission.
- Responsible for defining and monitoring the technical aspects of the risk reduction policy, transport, communication, protection, identification, and preparation of the technical aspects of the mission security policy and guidelines, evacuation plan and contingency plan, monitoring on a daily basis the security rules observation and reporting to the HoM of any problem. For this purpose, the Logistics Coordinator will have to create an appropriate environment to facilitate exchange of information on security situation and will be the security back up in the absence of the HoM.

SELECTION CRITERIA

- MSF experience of minimum 18 months or 4 missions and preferably in emergencies and/or insecure context. Alternatively, experience in similar other organisations will be considered.
- Experience in managing logistic teams.

- Working knowledge of the three following languages: Spanish, English and/or French. Other languages are an asset.
- Good knowledge in the main logistical families (WH&S, Vector Control, Cold Chain, Telecommunications, Relief distributions, Shelter, Air ops, Supply, etc).
- Having followed coordination & technical courses (LMC/BMC/WEDEC/TLC/PSP) will be considered a plus.

CONDITIONS

- Homebased position when not deployed to the field during interventions.
- Salary defined by the MSF salary grid (level 13 IRRFG). Subjected to Emergency Unit Pool conditions & benefits.
- Duration: Minimum commitment of 1 year.
- Full time position.
- Starting date: As soon as possible.

HOW TO APPLY

- To apply, please submit your CV and cover letter.
- <https://careers.msf-applications.org/job-invite/9109/>
- Closing date: 17th of November 2024, 23:59 CET (Central European Time).

MSF OCBA is a people-focused humanitarian organization that offers a diverse, collaborative, and inclusive work environment. We believe this approach enhances our work and we are committed to equity in employment. We embrace diverse backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

All applications will be treated with the strictest confidence. MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. All selected candidates will, therefore, undergo reference checks.

Médecins Sans Frontières, as a responsible employer, under article 38 of “Ley de Integración Social del Minusválido de 1982 (LISMI)” invite those persons with a recognized disability and with an interest in the humanitarian area to apply for the above-mentioned position.