

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

SUPPLY CHAIN COORDINATOR (BASED IN ANY OCBA-HUB)

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 OBJECTIVE AND JOB ENVIRONMENT

OCBA Supply Chain Management aims to ensure timely, responsive, agile and cost-effective provision of quality goods and services to all MSF OCBA projects in highly complex environments, to achieve its medical operational ambitions. The focus of the Supply unit is to ensure appropriate front office support and guidance to MSF OCBA's missions regarding their supply chain in collaboration with other relevant departments/units (operations, medical, logistical, financial), while working as one team between HQ and field.

The main objective of the position is to lead the front office support group related to the regular and emergencies missions' supply chain. He/she is hierarchically responsible for the Supply Chain Referents (regular and emergency missions), functionally responsible for the supply-related Mobile Support Technician, sets priorities for the team and ensures that the needs of operations are met.

He/she ensures quality and consistent execution of field support and procedures. Additionally, he/she leads the unit's efforts to support the development of our human resources in the field and HQ (related with supply). He/she maintains dialogue with other departments or entities within MSF to ensure alignment of priorities.

MAIN RESPONSIBILITIES AND TASKS

- **Scope of supply chain topics**

- Planning & Forecasting.
 - Local/international order management.
 - Transport and importation.
 - Local procurement.
 - Logistical stock management/warehousing.
 - Mission internal distribution.
 - Order and budget calculation.
 - Application and update of procedures & guidelines.
 - Use and development of management IT tools.
 - Organizational set-up at mission level.
 - Performance management and continuous improvement.
- **Leadership of the mission's supply chain support team**
 - Leads a team. Has hierarchical responsibility towards Supply Chain Referents and functional responsibility towards supply chain-related Mobile Support Technician.
 - In coordination with the Head of Supply Chain, designs and monitors the OCBA Supply Chain strategy, ensuring it aligns with the OCBA Strategic Plan. Translate identified needs into objectives, priorities, and resource mobilization.
 - Ensures clear prioritization and distribution of tasks, in alignment with operations priorities and supply chain improvement agenda.
 - Ensures quality and consistent execution of field support, according to the mission's context and the operational needs, in line with MSF's protocols, policies and guidelines.
 - Responsible for the proper flow of communication between the supply teams, Op, Med and support departments) and with external stakeholders (suppliers, ESC, authorities, etc.)
 - Is in charge of HR & planning related matters for the team (job profiles, selection, onboarding, career planning, trainings, performance evaluations, feedback; personal development, planning field visits, holidays, other).
 - Defines and follows up the annual plan, budget and execution for the Supply chain Unit (to be validated by Head of Supply Chain) and provides reporting towards senior management.
 - Analyse supply chain activities through regular reporting and KPI while proactively communicating and collaborating with key stakeholders and proposing corrective and preventive actions.
 - Leads specific projects and improvement themes.
 - Actively participate in intersectional projects (mutualization, integrations, merging) and ensuring promotion and communication with various stakeholders.
 - **HR & Training towards field**
 - Leads efforts by the Supply Chain Unit to support recruitment and retainment of supply chain professionals on all levels through promotion of these functions towards the external world (including academic relations), team building across field and HQ, direction setting in terms of training, and follow-up with our field staff regarding their professional development.

- Follows up supply related positions (field & co-ordination level) in collaboration with pool managers/HR department & participates in revision of supply chain related job profiles (in collaboration with HR dept).
- **Field support**
 - Gives direct support towards limited amount of missions (in line with Job Description for Supply Chain Referents regular or emergency missions).
- **Collaboration and communication lines.**
 - Across the Supply Chain Unit regarding field support execution and optimization topics.
 - With colleagues from other departments/units within OCBA (operations, medical, logistical, finance) regarding collaborative processes/topics (multi-level, mission coordination, cells, middle management of other functional departments).
 - With Procurement coordinator and advisor regarding mission specific local, regional and international procurement issues.
 - With European Supply Centre (supplier management): middle management/order/transport operators.
 - With other Operational Centres and International Office: middle management and experts.
 - Intersectional: participation in intersectional supply chain platforms at middle management level (e.g., SCTC, Mini-quartet).
 - Intersectional: based on demand participation in intersectional projects.

SELECTION CRITERIA

- Degree in Supply Chain or similar **or** Certifications such as APICS Certified Supply Chain Professional (CSCP) or Certified in Production and Inventory Management (CPIM)2.
- Proven experience in **management international of end-to-end supply chain process** - at least 10 years.
- Previous experience in **Team management**: Lead & Manage Senior and decentralized Team (Remote management).
- Proven experience of at least 3 years in **Emergency preparedness & Response**.
- Minimum 1-2 years' experience with MSF at field level.
- Fluent written and spoken English and professional knowledge of French.
- Proficiency in Microsoft Office – Very good command of Excel.

CONDITIONS

- Position based in any MSF-OCBA Hub (Barcelona, MSF-Spain office delegations, Amman, Dakar or Nairobi). Final location will be subject to the employability of the preselected candidate (residency, work permit, etc.).
- Fulltime job (hybrid work model) with occasional visits to the field (estimated 1 max 2 times per year).
- Permanent contract with a minimum of 3-years moral commitment.

- Annual gross salary: HQ 4B level+ secondary benefits based on OCBA Reward Policy. Subjected to local conditions.
- Starting date: ideally mid-december.

HOW TO APPLY

- To apply, please submit your CV and cover letter.
- <https://careers.msf-applications.org/job-invite/9034/>
- Closing date: 27th of October 2024, 23:59 (Central European Time).

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply.

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 the responsible employer, in accordance with article 38 of the "Ley de Integración Social del Minusválido de 1982 (LISMI)" invites people with a recognised disability and an interest in the humanitarian field to apply for the above-mentioned position.