

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

LOGISTICS COORDINATOR (POSITION TO BE BASED IN AFRICA, ASIA OR LATAM)

Don't meet every single requirement? Studies have shown that women, black, indigenous people and people of colour are less likely to apply to jobs unless they meet every single qualification. At MSF-OCBA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles."

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.

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.

The MSF movement is built around five operational directorates supported by MSF's 21 sections, 24 associations and other offices together worldwide. MSF OCBA is one of those directorates. The operations are implemented by field teams and the coordination teams based at capital level; together with the organizational units based in Barcelona, Athens and decentralized in Nairobi, Dakar and Amman. The field operations are guided and supported by 5 Operational Cells, the Emergency Unit and other departments supporting operations, including the Logistics & Supply Chain Department.

MAIN PURPOSE

Defining and implementing all supply and technical logistics strategies and support to the mission, ensuring the pertinence and coherence of logistics and supply programmes, adequacy of the means provided and the compliance to MSF standard, protocols and procedures in order to enable the development of the mission in perfect working conditions and optimise the impact of the medical projects

ACCOUNTABILITIES

- Participating actively in the definition and update of annual project planning and budgets and the Emergency Preparation Plan, defining strategies and providing advice to the HoM (Head of Mission) in the translation of the identified logistical / technical needs into objectives, priorities and resources needed for the mission
- Responsible for monitoring the implementation of logistics/technical activities in the mission (construction and rehabilitation, stock and supply of medical and non-medical material, transport, communications, water and sanitation, vehicles and engines, equipment/installation and infrastructures, etc.) ensuring compliance of MSF standards, protocols and procedures, and reporting to the HoM on the development of the ongoing programmes and proposing reorientation strategies when needed. Provides reporting on projects/mission evolution from the technical/logistics perspective and propose corrections if needed
- Responsible for the proper application of HR policies and associated processes (recruitment, training, briefing/debriefing, evaluation, potential, detection, staff's development and internal communication) in order to ensure both the sizing and the amount of knowledge required for the activities he/she is accountable for
- Responsible for ensuring technical reference and support for all logistics/technical issues in the mission, providing coaching to logistics staff and representing MSF in meetings with Authorities and other NGOs for technical/logistics related issues
- 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 (including numbers, frequencies), allowing permanent communication between capital, projects, bases and HQ. Ensuring all staff in the Mission benefits from proper training on how to use communications equipment available in the Mission (e.g. satellite phones, HF/VHF radios, computers, etc.)
- 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.

REQUIREMENTS

Education and Experience

- Essential degree and specialization in Logistics
- At least two years in logistics management positions in humanitarian aid in INGOs.
- Essential working experience in developing countries.
- Languages: English and/or French are mandatory. Spanish, Portuguese and Arabic will be considered an asset.
- Essential computer literacy (word, excel and internet)

CONDITIONS

- Location: Position to be based in Africa, Asia or LATAM.
- Contract Duration: 6 to 12 months.
- Salary: full-time salary as Logistics coordinator (level 13 IRFFG). Secondary benefits according to MSF rewards policy.
- Starting date: Open.

HOW TO APPLY

- To apply, please submit your CV and cover letter to:
- <https://career2.successfactors.eu/sfcareer/jobreqcareerpvt?jobId=9489&company=medicossin&st=E056E02DFA2BD5171A58EFCC21A0E38C1D37F535>
- Closing date: 30 May 2025, 23.59 CET (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 a responsible employer, under the "Ley General de la Discapacidad de 2013 (LGD)" invite those persons with a

recognized disability and with an interest in the humanitarian area to apply for the above-mentioned position.