



Log Manager for the cell located in Nairobi : Ethiopia, South Sudan, Sudan M/W

Médecins Sans Frontières (MSF) is an international humanitarian aid organisation that provides assistance to populations in distress, to victims of natural or manmade disasters and to victims of armed conflicts, without discrimination and irrespective of race, religion, creed or political affiliation. The French section of MSF implements programs in thirty-three countries.

The main objective of the Ops department in OCP is to improve the quality of the operational response of MSF by formulating, supervising and insuring the efficient implementation of its medical humanitarian activities. The department is organized in 8 operational cells, transversal units and project units.

In the context of the creation of a new operational cell, located in Nairobi, in Kenya, we are currently looking for this department, based in Nairobi a **Log manager for the cell located in Nairobi : Ethiopia, South Sudan, Sudan, Somaliland.**

Mission

General context of the cell :

In 2021, the Direction of Operations and the General Direction of Paris have decided to create a new cell, located in Nairobi, Kenya, in charge of the following portfolio : South Sudan, Somaliland, Ethiopia and Sudan.

The creation of the cell has been effective by September, 2021.

The Cell 9 Nairobi set-up constitutes the following : a cell manager, a deputy cell manager in charge of medicine, a logistics supervisor, a finance and an HR supervisor.

Objectif :

The LOG officer is responsible of the follow-up of logistics policies (supply and technical aspects). He defines and organizes the implementation of the programs.

Under the hierarchical management of the Cell manager and the functional management of the Head of Field Logistics

Main activities

As a team member :

To participate to the definition of the objectives of the programs of the portfolio

To be involved in the transversal programs

To be in touch with the other MSF sections for local information sharing and good practices

To be in responsible for adjusted policies and processes with the fields :

To distribute the information of the policies and processes on the perimeter

To inform the cell of the technical and supply challenges

To be in charge of the logistics and supply for the countries followed by the cell :

To propose non medical programs (construction, shelters, food, NFI)

To provide transparency on the technical constraints of the job that could affect the actions

To motivate the support teams (supply and technical) and to check that the support is relevant with the countries contexts, including for the IT and in collaboration with the IT department

To provide support if needed

To participate to the security management and the reduction of the risks on the field :

To participate to the risk analyses and to follow the mission contexts

To provide the follow-up tools in case of security incidents and to help following any security incident

To participate to the analysis of the security incident and to help the capitalization in the countries you are in charge of

To be responsible for the follow-up and the synthesis of the activity :

To follow and evaluate the logistics activities and to ensure the link with the operations

To implement and help animating MEMO in the different countries

To provide information in order to steer the activities

To evaluate and analyze the logistic activities (technical and supply) of the programs and missions

To provide these information to the logistics and supply managers

To participate to the budget elaboration and the révisés

Functional management of the field teams (log coordinators, construction coordinators, supply coordinators, technical and regional referents or any other ongoing project) :

To supervise, advise and provide support to all the coordinators (log, supply, construction, Watsan...)

To participate to the orientation and evaluation of their positions and roles in collaboration with the head of mission, the

validation committees, the evolution of the logistics careers

To be in charge of the relevance between the logistic programming and the operational objectives

To provide advice on the team compositions and staffing

To identify and to follow-up national staff in the key programs of intervention and to work along with the HR to follow-up their careers (trainings, coaching, détachement, expatriation...)

To manage the technical and regional referents as hierarchical manager (recruitment, follow-up, evaluation...)

To share the skills and to capitalize :

To participate to the knowledge sharing, the distribution of the lessons learned, to write down the experiences

To follow and evaluate new tools or good practices among the missions

To participate to the trainings of the log teams on the field (international sessions)

To participate to their careers and the identification of future managers

To select the logistic coordinators

To ensure the briefings and debriefings

To balance the technical knowledge by providing intern or extern trainings

Professional skills

Multi-field, multi-country experience as a logistician in MSF is essential.

NGO coordination experience also essential.

Demonstrated experience in security management required.

Experience in emergency response would be an asset.

Experience in an operational position (project coordinator, head of mission, etc) will be an asset.

Languages: French A2 and English C1 minimum.

Required qualities

Ability to cooperate, negotiate, adapt and work in a team.

Ability to make proposals. Sense of dialogue, excellent interpersonal skills.

Analytical and synthesis skills.

Specifics of the position

Frequent travel required.

Position based at MSF OCP headquarters in Nairobi.

3 years minimum commitment to the position.

Full time position.

Gross annual salary: Kenya Shillings 5,181,181. Additional benefits applicable, based on Nairobi office HQ reward policy.

Starting date: As soon as possible.

Type of Contract : Fixed-term contract

Deadline for submitting applications : 04/10/2021