



EMERGENCY LOGISTICS COORDINATOR – MSF OCP EMERGENCY POOL F/M

MSF is one of the largest independent medical humanitarian organizations in the world, with projects located in 65 countries worldwide. MSF's work is based on the humanitarian principles of medical ethics; the goal of MSF is to provide emergency care to people who are affected by armed conflicts, epidemics and natural or man-made disasters.

MSF is looking for 2 positions of EMERGENCY LOGISTICS COORDINATOR – MSF OCP EMERGENCY POOL.

Mission

As a part of MSF OCP Emergency pool, the **Emergency Logistics Coordinator** defines and leads the implementation of logistics/technical activities to support emergency and/or regular cells in the management of emergencies or other types of humanitarian response operations.

Main Responsibilities :

- 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 Head of Mission (HoM) 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 programs and proposing reorientation strategies when needed. Provides reporting on projects/mission evolution from the technical/logistics perspective and proposing 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

Professional skills

Experience

- 18 months minimum of MSF experience, preferably in emergencies and/or insecure contexts.
- Minimum 6 months as Logistics Coordinator.
- Good knowledge in the main logistical families (WH&S, Vector Control, Cold Chain, Telecommunications, Relief distributions, Shelter, Air ops, Supply, etc.)
- Good knowledge of MSF tools will be an asset

Languages

- Very good working knowledge in English and French (Level B2)

Required qualities

- Demonstrated communication, reporting and organizational skills.

- Flexibility and ability to work under pressure.
- Ability to train, mobilize, and manage both international and national staff.
- Quality and Results orientation
- Analytical skill and strategic vision.

Specifics of the position

Status: Fixed-term and full-time contract (12 months, 100%) with possible extension. Field-based position with visits to HQ in Paris.

Conditions:

- Gross monthly salary: According to MSF salary grid.
- Specific Emergency package including completion bonus and extra paid leaves.
- Social Benefits: Health insurance and living costs in the countries of intervention and in HQ, paid according to internal regulations.
- Based in the field during interventions or at home during stand-by periods.

Expected starting date : March-April 2025

Type of Contract : Fixed-term contract

Contract length : 12 months

Salary (€) : According to MSF salary grid

Deadline for submitting applications : 09/02/2025