



Supply Chain Coordinator M/F

Main Purpose

Defining and guaranteeing the implementation of an effective and efficient mission supply chain and defining standards and strategies according to MSF protocols, standards and policies in order to enable the development of the mission and optimize the impact of the medical projects.

Mission

Accountabilities

- Participating actively in the definition and monitoring of the annual project planning and budgets
- Participating actively in defining the Emergency response strategy in terms of supply (HR Set-up, Procurement strategy, Simplified procedure...), and translating the identified needs into objectives, priorities and resources needed for intervention
- Responsible for defining, implementing and revising the supply strategy of the mission together with the coordination team according to the mission's context and the operational needs, in line with MSF's protocols, policies and guidelines
- Responsible for monitoring the efficient implementation of the overall supply procedures (demand planning, procurement, imports and exports, warehousing, distribution and transversal activities) and the use of tools to support the different supply activities, proposing adjustments when needed
- Responsible for anticipating risks linked to the supply chain, defining action plan to mitigate those risks and implement it through a long-term strategy involving specialists (finance, legal, etc.)
- Responsible for the stability of supply activities within regular and emergency intervention of the concerned projects
- Responsible for performing regular assessment of the supply chain (including field visit), ensuring that permanent support to the direct and indirect supply stakeholders is available and defining adjustments when necessary.
- Final responsible for validating the use of the supply related third parties (suppliers, transport companies, freight forwarders, etc.) together with the technical referents when needed
- Representing MSF in meetings with Authorities and other NGOs
- Act as a focal point for definition, planning and implementation of intersection projects (mutualization, integrations, merging) and ensuring communication with various stakeholders and Participating in the drafting / revision of the MoU / SLA of the mission.
- Responsible for the proper application of HR policies and associated processes (recruitment, training, briefing/debriefing, division of task, 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 the proper flow of communication within the mission (supply teams, Op, Med and support dpts) and with external stakeholders (suppliers, ESC, authorities...)
- Analyzing supply chain activities through reporting and KPI while proactively communicating and collaborating with key stakeholders and proposing corrective and preventive actions Overall responsible for the quality and accuracy of data linked to the supply chain as well as the availability and optimization of mission Supply chain guidelines and SOPs.

MSF Section/Context Specific Accountabilities

Yemen mission has a coordination in the North with 2 medical projects, and another 1 medical project in the southern neighbors with an intersectional rear base in Djibouti (managed by OCP).

North and south Yemen are considered as 2 separate countries in terms of importation with separate authorities rules and customs.

The main objective for the SupplyCo, through a clear monitoring of the global supply chain, will be to ensure the smooth daily management of supply chain in respect of the supply procedures ensuring all activities are made in a transparent and traceable way.

Tools

Ensure all teams are managing properly unified the data base supply management tool.

Ensure importation responsible are managing well the portal tool, ensuring a good followup of orders and cargos management.

Communicate with supply department for maintenance and end-user issue from that supply tools.

HR

Coach, support and Train the current staff to ensure they are fully fulfilling their responsibilities.

Review at least once a year the supply setup HR according to type and volume of activities

Djibouti Rear Base

Follow up the activity and support the team with specific objectives about freight forwarder and collaboration with OC's and authorities. Make sure that the data collection is properly done and provide a monthly report with an analysis.

Procurement Contracts

Ensure that all the local procurement contract, purchase and services, are managed in a way that MSF procedures are respected and guarantee the best interest in terms of price and conditions by setting up price lists, items lists and implement contracts with suppliers on recurrent items.

Imports

As the main entry for sea shipment from Aden, is a fragile entry, develop other alternative routes for OCP or intersectionally.

- Hodeida north port
- Dubai – Sanaa/Aden by truck
- Explore other possibilities (through Jordan)

Develop a smooth and constructive relationship and collaboration with ESC msf logistics key partners (operator and freight manager)

- To Optimize backorder management by periodic meeting
- To adapt documents to customs constraints

Mutualization and innovation

Explore the ways where the supply activities can be implemented in order to reduce costs and win in efficiency looking for common interest intersectionally.

- Proactive intersectional cooperation to plan regular charter from Bordeaux to Sanaa
- Forecast: chronogram analysis

Data management

- At least quarterly, analyze global supply data through the supply report of the mission to correct and improve supply chain performance

MAP and Budget

- Define strategy and objectives of supply on the mission for the year
- With project supply manager supervises construction of annual supply budget and mid term revision

Professional skills

Requirements

Education

Essential degree and specialization in Logistics/Supply Chain.

Experience

- Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures.
- Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits in accordance with the nature of the project).

Languages

English essential; French desirable (Djibouti)

Knowledge

Computer literacy

Required qualities

- Strategic Vision
- Leadership
- People Management and Development
- Service Orientation
- Teamwork and Cooperation

Specifics of the position**Terms of employment:**

Location : Yemen

Contractual terms: One year contract renewable

Availability: As soon as possible

Deadline for application: October 29, 2024

Type of Contract : Fixed-term contract

Contract length : 12 months

Deadline for submitting applications : 29/10/2024