



A Logistics and Supply Manager for the cell located in Tokyo: Papua New Guinea, Pakistan, Philippines, Bangladesh, Iran

Médecins Sans Frontières (MSF) is an international humanitarian aid organization 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 Operations 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 9 operational cells, transversal units and project units.

In the context of a replacement we are currently looking for this position, based in Tokyo **A Logistics and Supply Manager for the cell located in Tokyo: Papua New Guinea, Pakistan, Philippines, Bangladesh, Iran.**

General context of the cell :

The Tokyo Cell is part of the Operational Centre Paris (OCP) and currently supervises 9 programs (2 to start) in the Philippines, Papua New Guinea, Pakistan and Bangladesh with around an overall budget of 20M€. Moreover, the cell is monitoring the region for the response to emergencies in coordination with the Emergency Cell based in Paris and the regional offices.

Apart from the response to emergencies, some of the operational priorities of the cell in the coming years are the following:

- Pakistan: start of our support to mother and child services in Dogra.
- Papua New Guinea: start the implementation of our victims of violence in Jiwaka.
- Bangladesh: work on Goyalmara MCH long plan and possible relocation.
- Philippines: continue working on the community based e-prep capacity building + exploratory missions.
- Myanmar: follow-up of the exploratory action from India and find other opportunities to support the Burmese population.
- Japan: finalize the MSFJ e-prep plan, support the exploratory missions in the identified prefectures including Tokyo.

Objective:

Under the hierarchical management of the Cell manager and the functional management of the Head of Operational Logistics and the Head of Operational Supply, the Logistics and Supply Manager is responsible of the follow-up of logistics policies (supply and technical aspects). S/he defines and organizes the implementation of the logistics programs.

Main activities

As a team member:

To participate in 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 application of logistics policies and processes with the fields:

To distribute the information of the logistics policies and processes to all areas of MSF intervention within his/her perimeter of responsibility.

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, Watsan, etc).

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

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

To assure adequate support as needed, via field visits or with the help of referents.

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 follow any security incident.

To participate to the analysis of the security incident and to help the capitalization in the countries in his/her perimeter.

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 animate MEMO software in the different countries.

To provide logistics information in order to steer the activities.

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

To provide this information to the logistics and supply departments.

To participate to the budget definition and revisions.

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, and participate in the evolution of their logistics careers.

To ensure 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 their careers (trainings, coaching, detachment, expatriation...).

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

To share the skills and to capitalize on experiences:

To participate to the knowledge sharing, the distribution of the lessons learned, to write down the relevant logistics experiences in his/her perimeter.

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 in the construction of a career path for the logisticians working in his/her perimeter and the identification of future managers.

To identify and develop future logistic coordinators.

To ensure the logistics and security briefings and debriefings of all staff.

To balance the technical knowledge by providing internal or external trainings.

Focus on E-Prep

To continue the regional surveillance in term of natural disasters and network with the different natural disasters monitoring agencies/organizations.

To support the missions in the eprep plan.

To participate in exploratory missions if needed in Japan.

Experience:

Significative experience on the field as log coordinator in an NGO is required

A previous experience with MSF and specifically with OCP is an asset

An experience in an operational role (project coordinator or head of mission) is an asset.

Languages: Fluency in English (written and spoken) is required.

Skills:

Basic and technical knowledge in logistics families (electricity, biomed, construction, mechanics...).

Demonstrated experience in project management.

International supply and importation experience is an asset.

Familiarity with the supply and logistics policies and tools in place in MSF-OCP is an asset.

Skills in IT are necessary (office suite), specialized tools (CAD, ArcGIS...).

Aptitudes:

Cooperation, negotiation. You know how to adapt and work with different teams.

You are able to propose, discuss, to challenge.

You have a very good aptitude to work with others.

You are autonomous, and very comfortable with stress management.

You are able to provide analysis, synthesis.

Status

Position to take in Tokyo, Japan, full time position. Frequent trips to the field.

To balance the needs for stability and mobility within the Cell and towards general HQ/Field mobility, cell members are asked to make a moral commitment of at least three years, with the option to renew for an additional three years.

Salary conditions:

MSF Japan package to be detailed during the interviews

Position to be filled on September 1st

To apply:

Send your application documents (CV and application letter) in English to the following email address:

hqhr-recruitment@tokyo.msf.org

With “**Log Cell Manager Application**” as the subject.

The application deadline is **Sunday June 30th, at 12:00AM** Japan Standard Time.

Applications will be treated with the utmost confidentiality.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Deadline for submitting applications : 30/06/2024

Médecins Sans Frontières - France