

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

REGIONAL LOGISTICS COORDINATOR ASIA UNIT

(BASED IN ANY OF THE ASIA OFFICES)

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 mission coordination teams; together with the organizational units based in Barcelona, Athens and decentralised in Nairobi, Dakar and Amman. The field operations are guided and supported by 5 Operational Cells, the Emergency Unit and other departments supporting operations.

ASIA UNIT CONTEXT

This role is a unique position within OCBA, where the position fulfils the duty of Logistics Coordinator and holds the function of Cell Logistics Advisor. As such, the role will support the regional HoM and RECO in planning and implementing OCBA's activities in Asia. The position will be part of the Asia Unit (AU), which is nested within Cell 3, alongside AU FinCo/Cell Fin, HRCO/Cell HR, and LogCo/Cell Log. The position is considered a field-based position, which can be located in one of the following MSF offices – Delhi, Bangkok, Jakarta or Manila. The position is supported by a deputy Logistics Coordinator based in Delhi. **We strongly encourage applications from people of the region.**

The position reports hierarchically to the Regional Head of Mission and to the Head of the Cell 3 (RECO 3) and functionally to the Head of Operational Logistics.

The Asia Unit currently oversees operations in India, Thailand and SE Asia. By the time the position commences (June 2022), there will be three ongoing core projects in India and Thailand, with planned explos for 2 more potential projects expected.

GENERAL OBJECTIVE OF THE POST

The general objective of the position is threefold:

- disseminate and implement the logistic operational orientations and all the policies and standards defined by the Logistics Department across the Asia portfolio, ensuring the alignment of the Logistics Dept. policies and standards with those of other departments, and that result is

appropriate with the context of the Unit. Ensure the quality of the programs as well as the respect for MSF humanitarian principles in the Unit, through technical supervision, follow-up and advice.

- undertake the logistics management for projects without an in-situ Mission Coordination Team;
- act as a possible first response team for regional emergencies.

MAIN RESPONSABILITIES

1. Provide strategic and technical support to field teams

- Define the logistic strategy of the projects within portfolio, ensuring it aligned with both Operations and Logistics Dept's objectives.
- Collaborate with and give technical support to the teams in the field in all phases of the project cycle (design of project proposal, planning, monitoring and evaluation, project re-orientation, expansion or closure), for regular, exploratory, and emergency missions.
- Support missions with logistics advice when drafting the annual planning of the projects, in close collaboration with the rest of the members of the Unit and the support of the Logistics department.
- Provide logistical technical support to the assigned portfolio, taking into account operational orientations and the input from support services.
- Support emergencies when needed, to ensure effectiveness of our response.

2. Undertake the logistic coordination within new project sites in SE Asia

- Guarantees that new projects are implemented in line with OCBA standards (unless exemptions are approved) and principles.
- Is the technical reference person for all project logistics staff the proper use of material and financial resources and the proper management of logistics team members.
- Contributes to preserving identity and principles of MSF through discussions, contributions and reflections on issues related to the values of the organization.

3. First response to emergencies

- Participates in the elaboration and periodical update of the Emergency Preparation Plan (EPP).
- Works together with Asia Head of Mission and the AU about on how to optimize the first response to emergencies in the region
- Participates in exploratory missions based on detected medical or humanitarian needs

4. Supervise and support implementation of policies and plans

- Ensure that the Organisation's Logistical and ITC principles, guidelines, and policies are implemented, as well as the recommendations mentioned in the different logistical evaluations. Identify report on and defend situations in which their implementation is not viable or may hinder the achievement of operational objectives.
- Contribute to implementation of the annual operational plan in the projects within portfolio, according to Logistical and ITC policies.

5. Ensure appropriate procurement, monitoring and management of logistical resources

- Transmit missions' logistical resources requirements to LogOps, making sure they are pertinent, to ensure appropriate procurement of resources to missions.
- Monitor the supply chain management in the field together with the Logistics Coordinator and ensure they are aligned to OCBA supply policies and strategies.
- Ensure that emergency stocks in the missions are consistent with the EPP (Emergency Preparedness Plan) jointly with Technical Referents.

6. Follow up projects and support reporting

- Ensure timely and accurate logistical reporting is submitted by missions to analyse the fulfilment of operational and logistics objectives, and feed LogOps' monitoring and analyses.
- Follow up, jointly with the Technical Referents, the logistical content of the projects through field visits and technical reports.
- In the case of need, support the logistical teams in the field when drafting the technical parts of reports for donors, ratifying them with his/her Supervisor before submitting them to the corresponding donors.

7. Participate in security management

- Ensure the proper follow up of the implementation of the security guidelines and plans by the missions in the necessary time frame. As well as the preparation of the critical incidents' simulations.
- Ensure that logistics adjustments are coherent with the Security Guidelines in the mission.
- Sparring & contrasting with Regional HoM and/or RECO on security management and the consequences on applied practical security measures.
- Contribute in the overall cell strategic security: Analysis, decision making.

8. Participate in HR processes and training

- Collaborate with the Regional HRCO in reviewing and approving descriptions of field positions, based on job profiles.
- Collaborate with HR in the assignment of field positions.
- Participate in the support and give input on the development of Log Managers.
- Carry out technical briefings and debriefings of logistics professionals in the unit, involving Technical Referents when needed, and identify individual training needs.
- Ensure that logistical teams receive technical and methodological information through briefings, specific sessions, coordinators' weeks, technical publications, etc.
- Participate in internal and (exceptionally) external courses/information sessions imparted by MSFE/OCBA in agreement with his/her corresponding supervisor.

9. Others

- Manage the communication channels with the teams in the field and /or the Logistics Department, for issues that affect assigned portfolio.
- Consult support services for sparring and as technical content providers when needed.

- Ensure that knowledge management policies are implemented at his/her level of responsibility
- Participate in the accountability transversal processes at his/her level of responsibility.

SELECTION CRITERIA

Education and experience

- Minimum three years of field experience with MSF and/or other NGOs within the humanitarian field in coordination positions. Experience as Logistics Coordinator with MSF would be a strong asset.
- Experience in Emergency preparedness and response.
- Strong experience in security management.
- Field experience in technical areas such as: Supplies, Water, Hygiene and Sanitation, Cold Chain, Construction, Transportation, etc.
- Knowledge of the humanitarian context and projects, especially in South East Asia will be a strong asset.
- Fluent in English, any SEA local working language would be an asset.
- IT knowledge as advanced user.

Others

- Availability to travel frequently and on short notice.
- Flexibility with working hours.
- **Being an ASEAN national will be an asset.**

COMPETENCIES

- Commitment to MSF's Principles
- Cross-cultural Awareness
- Behavioural Flexibility
- Strategic Vision
- Results and Quality Orientation
- Service Orientation
- Planning and Organising
- Initiative and Innovation
- Teamwork and Cooperation
- Leadership
- Security Awareness and Management

CONDITIONS

- Position based in any of the Asia offices: Delhi, Bangkok, Jakarta or Manila.
- International travel: around 50%
- Duration: 1-year contract renewable for a maximum of 3 years (mandated position)
 - Type of contract: according to the local contract modality
- Condition: Level 13 IRFFG – the pay and benefits will be subjected to MSF OCBA Policies.
- Starting date: 1st June 2022.

HOW TO APPLY

- To apply, submit **your CV** and **cover letter**: <https://careers.msf-applications.org/job-invite/6062/>
- Closing date: **May 15th 2022, 23:59 (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 article 38 of “Ley de Integración Social del Minusválido de 1982 (LISMI)” invite those persons with a recognized disability and with an interest in the humanitarian area to apply for the above-mentioned position.