

JOB VACANCY – WAREHOUSE MANAGER - FULL TIME - 100%

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.

Title: WAREHOUSE MANAGER
Direct Reports: SUPPLY CHAIN COORDINATOR
Location: DAR ES SALAAM

MAIN PURPOSE

Defining, coordinating and monitoring all Warehouse and Stock Management activities in the capital according to **MSF** protocols, standards and procedures in order to ensure an optimal running of the mission.

ACCOUNTABILITIES

- In collaboration with the Supply Chain Team Leader defining the Warehouse and Stock Management activities and planning the annual budget to identify and optimize the response to the needs of the mission and the targeted population.
- Monitoring the implementation of the Warehouse and Stock Management activities, following up of the medical and logistics stocks, ensuring compliance with MSF standards, protocols and procedures, and reporting to the line manager on the development of the ongoing programmes. This can include the following:
 - Ensuring all equipment and premises are adapted to the proper storage of goods in compliance with the customer's requirements and Good Distribution Practices
 - Ensuring that physical and administrative management of the products inside the warehouse are properly managed in conjunction with the owners of the stocks (SOPs, flow management, IS warehousing tool, inventories...)
 - Ensuring the safety and the security for goods and people inside and outside the premises under his/her responsibility
 - Analyzing monthly/quarterly warehouse data, identifying problems, and proposing solutions to line manager, owners of stocks and pharmacist
- In collaboration with the HR Coordinator, participating in the planning and implementation of HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required to correctly perform all supply activities pertaining to his area
- Ensuring technical support for his area of activity and providing coaching to staff under his/her responsibility. Managing his team and elaborating their activities planning (Warehouse supervisor, storekeepers and log-helpers.)
- Participating in monthly reports according to guidelines
- Performing delegated tasks according to his/her speciality and as specified in his/her job description
- Essential - Diploma / degree in Human Resources, or business administration or communication

Specific Accountabilities

- Ensure accurate and timely receipt, storage, and dispatch of medical supplies and equipment.
- Oversee regular cycle counts and full physical inventory audits to maintain stock accuracy.
- Monitor stock levels, ensuring critical items are available, and avoiding both shortages and overstocks.
- Streamline warehouse operations, optimizing storage space and material handling processes to improve efficiency and reduce costs.
- Continuously monitor warehouse performance metrics (e.g., order accuracy, fulfillment time, stock turnover rate) and make data-driven improvements.

Minimum Education Requirement

- Bachelor degree in desirable warehouse management related studies, procurement, inventory management

Experience:

- Essential at least three years of working experience in related activities.
- Desirable previous experience with MSF Logistics or Supply Department or other NGOs, and working experience in developing countries and in medical stock management.

Languages:

- Fluent oral and written English and Swahili (speak, read and write)

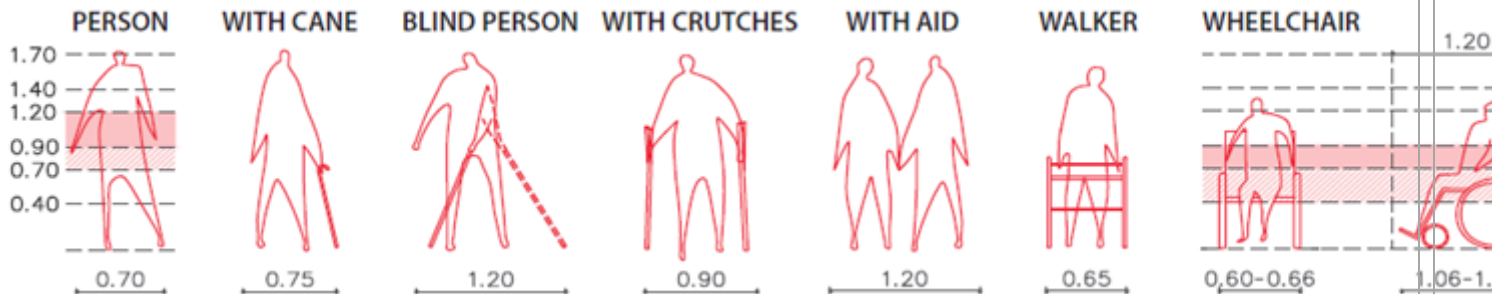
Competences and main skills:

- People Management and Development
- Commitment to MSF Participles
- Behavioural Flexibility
- Results and Quality Orientation

o Teamwork and Cooperation

APPLICATION DETAILS

Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.



APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Wednesday, October 02nd 2024 at 4:00 pm**. Please quote the job title on the email subject **"WAREHOUSE MANAGER"**

Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org

The applications can also be sent to P.O.Box 83 or can also be submitted at MSF offices situated in Nduta Refugees Camp, Kibondo District or at Plot N° 74, House 22, UPOROTO Street, URSINO Estate South, Dar se Salaam. or at MSF office situated in Liwale, Lindi.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact msfch-tanzania-hrmanager@geneva.msf.org

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED

Only short-listed candidates will be contacted