

### JOB VACANCY – SUPPLY CHAIN OFFICER - 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:** SUPPLY CHAIN OFFICER  
**Direct Reports:** LOGISTICS TEAM LEADER  
**Location:** LIWALE, LINDI

### MAIN PURPOSE

Organizing and supervising the daily supply chain activities and the teams associated, in the coordination or project level, according to MSF protocols and standards in order to ensure the optimal running of the mission

### ACCOUNTABILITIES

- Supervising and organizing the daily activities of the Supply Chain team and ensuring they perform the tasks linked to their roles.
- Being responsible for the order, purchase, stock and freight management in the coordination or in the project level, monitoring and ensuring an efficient implementation of the overall daily supply chain activities
- Monitoring and ensuring a smooth-running supply administration and the respect of the implemented supply procedures, proposing adjustments where needed.
- Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data.
- Communicating with customers, keeping them up to date concerning their orders status (BO confirmation) and prioritizing procurement and transport according to their needs
- Collecting claims from the field, analysing causes and making corrective actions.
- In collaboration with the Supply Supervisor (if any) and in coordination with the HR department, supervising the associated processes (recruitment, training/induction, briefing/debriefing, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required.
- Informing the Logistics Team Leader in case of any major issue and draws-up all required reporting, in order to keep updated and reliable information that will help in decision-making.
- Performing any other tasks within the scope of his/her role, as directed by supervision and according to the needs of the mission
- Ensure and propose market assessments in the area (Lindi region).
- Define, assess, and select suppliers for validation.
- Update and follow-up for the prices with the validated suppliers.
- Keep tracking and archive all the documents for the supply activities.
- Willingness to relocate to and permanent live in Liwale, Lindi.

MSF has been working intermittently in Tanzania since 1993, supporting MOH in a variety of areas, notably the provision of primary and secondary health care and the response to epidemics such as cholera, malaria, and HIV/AIDS. MSF's latest intervention in the country started in May 2015 with an emergency response to a cholera outbreak affecting both the refugee and the host populations in Kigoma region. During the emergency phase MSF expanded medical and water/sanitation activities to all three refugee camps in the region.

Liwale project officially launched in December 2022, Liwale project is an integrated project supporting MoH in Community based, Primary and Secondary health care for mother and child under 5. MSF is currently supporting 7 health facilities including 4 secondary health care facilities (1 district hospital, 3 health centres) where CEmONC are offered and 3 primary health care where BEmONC are offered. This support includes facilitation for recruitment of 102 health care workers including 50 community health care workers, medical supply, empowerment of team (trainings, team management, quality of care improvement), referrals, Watsan activities and rehabilitations.

**Minimum Educational Qualification:**

- Essential: Degree in Logistics/Supply Chain or related degree/qualification

**Experience:**

- Essential: recently at least 2 years' experience in supply chain management and in organization of supply administration and procedures
- Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits)

**Knowledge:**

- Essential computer literacy (word, excel and internet)

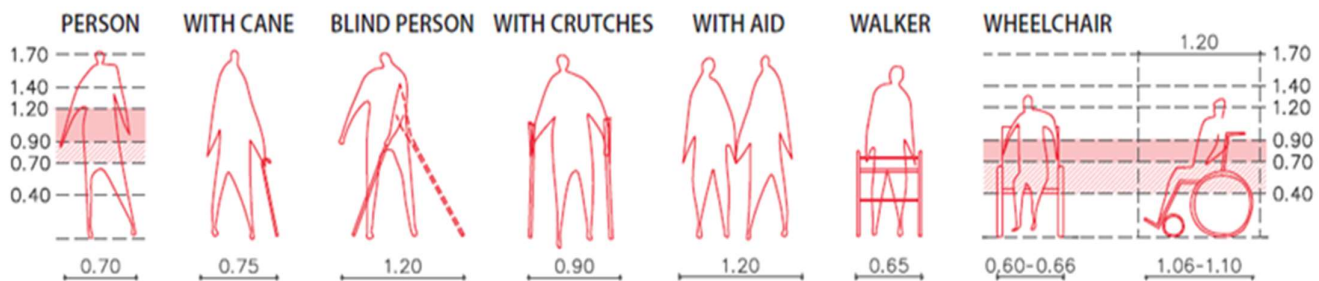
**Languages:**

- Fluency in English and Kiswahili.

**Competencies:**

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Stress Management

**Women, people living with a disability or any person feeling like being part of a minority is encouraged to apply. MSF is dedicated to fostering a safe work environment with zero tolerance for any form of abuse.**



**APPLICATION DETAILS**

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Sunday, January 12<sup>th</sup> 2025 at 4:00 PM**. Please quote the job title on the email subject **"SUPPLY CHAIN OFFICER"**.

Please send your application to the email address [MSFCH-Tanzania-Recruitment@geneva.msf.org](mailto:MSFCH-Tanzania-Recruitment@geneva.msf.org). **The applications can also be submitted at MSF offices situated at Uporoto Street, Plot No.74, House No.22, Ursino Estate, Victoria, Dar es salaam, or in Nduta Refugees Camp, Kibondo District or MSF Guest House Kibondo 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](mailto:msfch-tanzania-hrmanager@geneva.msf.org)

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with. We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Please note that applying to MSF is free of charge, MSF does not charge applicants to consider their application.

**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED**