

**JOB VACANCY – 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: PROJECT SUPPLY CHAIN MANAGER**

**Direct Reports: DEPUTY COORDINATOR SUPPLY CHAIN (DCSC)**

**Location: DAR ES SALAAM**

**MAIN PURPOSE**

Defining, coordinating and monitoring the supply chain activities in the project according to **MSF** protocols, standards and procedures in order to ensure the optimal running of the project.

**ACCOUNTABILITIES**

- In collaboration with the Project Coordinator and the Supply Chain Coordinator or Logistics Coordinator, planning, establishing and reviewing the supply activities in the project including its budget, in order to identify and optimize the response to the needs of the mission and the targeted population
- Monitoring and ensuring the efficient and smooth running of the following supply activities in the project: order processing, local purchase management, physical (warehousing) and administrative (management of movements) stock management, freight management, supply administration and implementation of standard supply tools (LogistiX 7, Q4, etc.)
- Ensuring the availability of relevant management data to the owners of the stock, project and capital coordination (expired drugs, risk of shortages, stock reports, lead time, pipeline, etc.).
- Managing the supply team in the project, and in collaboration with the PC, Supply Chain Co or LogCo and the HRCO, 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
- Participating in monthly reporting according to guidelines

**Minimum Educational Qualification:** Essential degree and specialization in Logistics/Supply Chain

**Experience:**

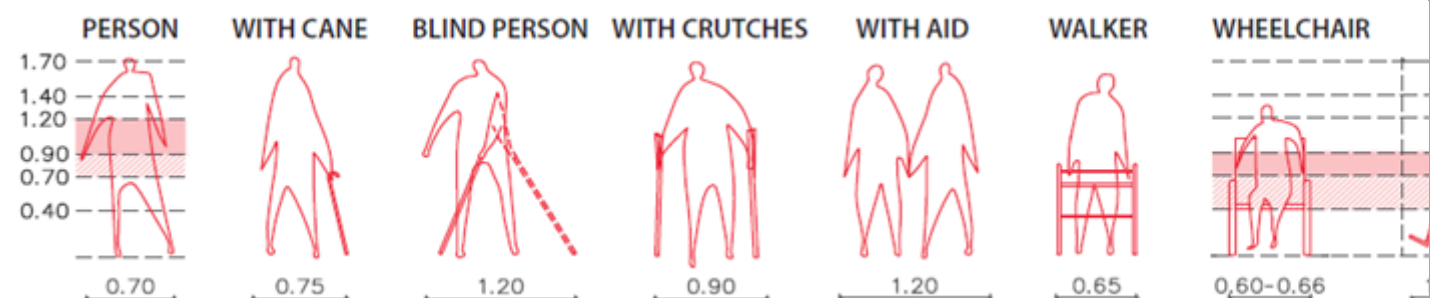
- o Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures
- o Desirable understanding of MSF Field Logistics (general knowledge of MSF equipment and kits)
- o Knowledge of Tanzania importation laws, understand the supply contexts and challenges in the country with practical experiences

**Competences and main skills:**

- o Essential computer literacy (word, excel, power point and logistics / supply chain ERP)
- o Detail-oriented, team spirit, verbal communication skills, organisational skills, flexibility, stress and time management
- o Strategical thinking, results and quality orientation, planning and organization, initiative and innovation
- o Adhesion to MSF principles and MSF charter
- o Willingness for working and evolving with international and diverse team members

**Languages:** Fluent oral and written English and Swahili (speak, read and write)

**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 no later than **Friday, December 27<sup>th</sup> 2024 at 5:00 PM**. Please quote the job title on the email subject “ ”.

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 Victoria, Uporoto street House no 22 Dar es Salaam, or in Nduta Refugees Camp, Kibondo District or MSF Guest House Kibondo or at MSF office situated in Liwale, Lindi.

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

**If you receive no contact within 6 weeks, you can consider that you have not been pre-selected**

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.