



Médecins sans Frontières
14/34 avenue Jean Jaurès
75019 Paris

15 April 2022

Médecins Sans Frontières (MSF) is an international humanitarian aid organisation 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.

MSF is currently looking for a:

**A Logistics Manager for the cell located in Tokyo
In charge of Papua New Guinea, Pakistan, Philippines and Bangladesh mission**

Context:

The Tokyo Cell is part of the Operational Centre Paris (OCP) and currently supervises 7 programs in the Philippines, Papua New Guinea, Pakistan and Bangladesh with around staff and an overall budget of 1M EUR. 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:

- Develop two new projects in the field of MDR Tuberculosis in Pakistan and Philippines.
- Prepare the handover of Marawi project in Philippines and explore any avenue for new project in the region.
- In the Peshawar maternity, find strategies to mitigate the high demand and prioritize the access for complex deliveries.
- Support the increase of the Cutaneous Leishmaniasis cohorts in Eastern Pakistan.
- Ensure the adequate volume and quality of health services for the Rohingya refugees in a context of heavy discrimination that requires a consistent public positioning.
- Prepare the exploratory mission in Myanmar whenever the country re-opens

Objective:

Under the hierarchical management of the Cell manager and the functional management of the Head of Operational Logistics, the Logistics 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

Experience :

Significative experience on the field as log coordinator in an NGO is required
A previous experience with MSF OCP is a plus

Languages :

Fluent (C1) English written and spoken, B1 French is an asset

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. In order to conciliate the needs of stability and mobility in the cell towards a general HQ/Field mobility, it is asked to the cell members to commit morally to a minimum 3 years commitment renewable for 3 years.

Salary conditions:

MSF Japan package to be detailed during the interviews

Position to be filled in June 2022.

To apply:

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

hghr-recruitment@tokyo.msf.org

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

The application deadline is Friday May 18th, at 12:00AM Japan Standard Time.

Applications will be treated with the utmost confidentiality.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED