

Logistics Supervisor

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подачи заявок
Зарплата: По результатам собеседования
Город: Сокулук
Занятость: полная занятость



Medecins Sans Frontieres

Информация

Общие сведения

Place of work: Sokuluk district

Starting date: ASAP

Duration of the contract: one year contract with possibility of extension. 3 month probation period.

Требования

Requirements:

- Higher Degree on IT or technical
- At least one year experience of work on the similar post
- Strong knowledge in IT equipment and systems installation/maintenance
- Familiarities with civil and tax laws, legal aspects of businesses
- Ability to work with procurement documents
- Fluency in English and Russian languages
- Knowledge of Logistics or Humanitarian Organisations is an asset.
- Good communication skills and ability to work in multicultural environment.
- Good time management and organizational skills.
- Strategic thinking skills.
- Influencing and persuasion skills.
- Ability to meet and deal effectively with the public, administrative officials and vendors.

Обязанности

Responsibilities:

- IT system and IR equipment support.
- Supervise the daily logistics activities and team of drivers and watchmen.
- Assist Logistics Manager, with activities including: translating, liaising with contractors, and reporting procedures.
- Provide maintenance to the MSF equipment, facilities and infrastructures, according to MSF protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission.
- Assisting the Logistics manager with the implementation of Project Security guidelines.
- Responsibility for contract management and administration in accordance with policies, legal requirements, and customer specifications.
- Communication with local parties, e.g. medical and technical staff in the ministry of health facilities, contractors, technicians, service providers etc.

Условия

CV, Cover letter, recommendation letter in English **with indicated position** should be sent to msfch-chui-admin@geneva.msf.org

by November 26, 2022

О компании

Médecins Sans Frontières / Doctors without Borders (MSF) is an international, independent medical humanitarian organisation.

We provide medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. Our teams are made up of tens of thousands of health professionals, logistic and administrative staff - bound together by our charter. Our actions are guided by medical ethics and the principles of impartiality, independence and neutrality. We are a non-profit, self-governed, member-based organisation.

MSF was founded in 1971 in Paris by a group of journalists and doctors. Today, we are a worldwide movement of nearly 65,000 people.

Мédecins Sans Frontières / "Врачи без границ" (MSF) - международная независимая медицинская гуманитарная организация.

Мы оказываем чрезвычайную медицинскую помощь населению, пострадавшему в результате военных конфликтов, голода, эпидемий, вынужденной миграции, природных катастроф. Наши команды состоят из десятков тысяч специалистов в области здравоохранения, материально-технического и административного персонала, объединенных деятельностью в рамках нашего Устава. В своих действиях мы руководствуемся медицинской этикой и принципами беспристрастности, независимости и нейтралитета. Мы являемся некоммерческой, самоуправляемой, основанной на индивидуальном членстве организацией.

MSF была основана в 1971 году в Париже группой журналистов и врачей. Сегодня мы являемся всемирным движением, насчитывающим почти 65000 человек.