

## VACANCY

*Doctors Without Borders (MSF) is an international independent medical humanitarian organization that provides emergency care to people affected by armed conflict, epidemics, natural disasters, and those who do not have access to medical services. We offer help to people in need and regardless of race, religion, gender or political affiliation. MSF Ukraine is looking for:*

### **Log base and Supply Officer (Ivano-Frankivsk, Ivano-Frankivsk region)**

Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to MSF standards and protocols in order to have the material, infrastructure and vehicles in optimal running conditions. Carrying out local purchases and supporting the warehouse activities.

#### **Main duties:**

- Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures
  - Tracking consumption of supplies, fuel, lubricants, used in different facilities (office, house, store, etc.).
  - Checking the maintenance of the various open spaces (gardens, courtyards...) and ensuring that domestic waste is correctly discarded
  - Checking and ensuring the maintenance of MSF premises and facilities, as well as the general water supply, electrical, walls, ceilings ect. and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities. (Supported by Log Manager)
  - Performing maintenance of logistics equipment for cold chain, energy, IT and radio communications, in particular:
  - Inventories and the reallocation of equipment.
  - Renewing the authorization to use radio material with local authorities.
  - Checking the quality of the work carried out on generators and electrical installations.
  - Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state (supported by Log Manager)
  - Carrying out local purchases and ensuring that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.
  - Participating in training at the request of the line manager
- Support with communication with suppliers and technicians

**Education:** Essential Secondary Education.

**Experience:** Desirable experience with other NGOs

**Languages:** English and Ukrainian.

**Knowledge:** Computer literacy and radio equipment user-knowledge

#### **Competencies:**

- Results and quality orientation
- Teamwork
- Flexibility
- Commitment
- Stress Management

**Start date:** as soon as possible.

Please, send your resume and cover letter to: [recruitment.ivano@barcelona.msf.org](mailto:recruitment.ivano@barcelona.msf.org) with subject "APPLICATION FOR LOG BASE AND SUPPLY OFFICER + IVANO-FRANKIVSK"

**Documentation needed:** CV + cover letter + copy of ID