



## Predstavništvo u BiH „Ljekari bez granica“

### Mobile Logistician

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Médecins sans frontières / Ljekari bez granica (MSF) is an international humanitarian organization providing assistance to populations in distress, to victims of natural or manmade disasters and to victims of armed conflicts, irrespective of race, religion, creed or political convictions. MSF observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and claim full and unhindered freedom in the exercise of its functions.

MSF is conducting a project of humanitarian medical assistance to the migrant population transiting through Bosnia and Herzegovina. For this project, MSF is recruiting

#### MOBILE LOGISTICIAN

Duty station: Bihac with frequent travels

#### Main Purpose of the Position

Carrying out or supervising all maintenance logistics activities in the field (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.

Transporting authorized goods and passengers in an MSF vehicle, ensuring its technical and safety conditions and respecting the country's traffic rules and MSF security rules, in order to provide a safe, smooth and efficient service.

#### Accountabilities

- Ensuring the security of passengers in the vehicle, driving carefully, observing speed limits and traffic rules in the country as well as MSF security rules, in order to avoid car accidents.
- Ensuring all passengers have all necessary papers in order before travelling, and ensuring non MSF staff sign disclaimers of responsibility before using the vehicle
- Informing the line manager of any incident involving the transportation of passengers and/or goods.
- 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.).
- Performing Inventories and the reallocation of equipment.
- Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state.
- 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 trainings at the request of the line manager.

#### MSF Section/Context Specific Accountabilities

- Ensuring that the outreach team has an appropriate accommodation to stay
- Setting-up distribution of NFI's
- Setting-up consultation areas for the mobile clinics
- Acting as a logistician in a case of an Emergency Preparedness (EPREP) scenario
- Basic networking, monitoring and reporting on key issues (security, risk, etc.) to the

#### Project Coordinator

- Any other reasonable task requested by the line manager

#### Requirements

Education Essential secondary education and driving license

Experience Essential 2 years minimum of previous driving experience.

Desirable experience with other NGOs

Languages English and Bosnian language essential

Knowledge Essential computer literacy (word, excel). Good knowledge of country roads

#### Competencies

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

#### OTHER RELEVANT INFORMATION:

- Availability to travel throughout Bosnia and Herzegovina and the Balkan region approx. 90% of the time

#### SUPPORTING DOCUMENTS:

- CV
- Motivation letter

Deadline for applications: 27/11/2020

Please apply: Via option PRIJAVI SE NA OGLAS

Note that only CV and motivation letter in English will be considered and only shortlisted candidates will be contacted for an interview.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.

Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

**Lokacija:** Bihać

**Datum objave:** 18. Nov 2020.

**Datum isteka:** 27. Nov 2020.