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**LT03601**

**TRANSPORT & CUSTOMS OFFICER**

**Level 5**

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**Reports to (Hierarchical)**

Supply Chain Supervisor /Supply Activity Supervisor/Supply Chain Officer

**Reports to (Functional)**

Supply Chain Supervisor /Supply Activity Supervisor/Supply Chain Officer

**Job Family**

Logistics and Supply

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**Main Purpose**

Performing the day to day activities and administrative processes for the clearance and transportation of medical and non-medical goods for a particular supply office (coordination or project level) according to **MSF** protocols and standards in order to ensure the optimal running of the mission/project

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**Accountabilities**

- Performing the day to day activities and administrative processes to ensure an efficient running of the clearance and transportation processes of medical and non-medical goods for a supply office (coordination or project) following the supply procedures according to **MSF** standards and protocols. Including the following activities:
  - Managing and planning, in collaboration with the line Supervisor and the Warehouse Supervisor, the shipment of goods between the projects and/or from the capital to the projects choosing the best possible means of transport
  - Being responsible for the reception of international freight and its forwarding to the field.
  - Being responsible for all customs and administrative related issues
  - Regularly assessing the local transport market (companies, prices, services, delays,...), and proposing different third party providers for validation
- Performing delegated tasks according to his / her activity and as specified in his/her job description

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**Education**

Essential secondary education

**Experience**

At least 2 years' experience in supply chain related jobs or in the logistics department

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**Languages**

Essential mission working language and local language

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**Knowledge**

Computer literacy

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**Competencies**

- Results and Quality Orientation **L1**
  - Teamwork and Cooperation **L1**
  - Behavioural Flexibility **L1**
  - Commitment to MSF Principles **L1**
  - Service Orientation **L1**
  - Stress Management **L2**
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