

## JOB VACANCY - TRANSPORT AND CUSTOMS SUPERVISOR

*Médecins Sans Frontières* (MSF) is an international, humanitarian, non-governmental organization providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology, or politics. MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with an initial **6-month** Fixed Term Contract and Probation Period of **3 months**.

**Position: TRANSPORT AND CUSTOMS SUPERVISOR**

**Number of Vacancies: 1**

**Location: Juba**

### Scope of responsibilities:

Planning and supervising the day to day implementation of procedures and administrative processes for the efficient clearance and transportation of medical and non-medical goods in the mission according to MSF protocols, standards and procedures in order to ensure the optimal functioning of the mission

### Main tasks:

#### **Pre-clearance of Regional and International Cargoes:**

- In liason with the mission pharmacist, receive and screen cargo documents for pre-clearance
- In liason with the MSF intersection customs office, pre-clear cargo through the different government entities, i.e MOFA, DFCA and NRA
- Keep End users informed of the pre-clearance status of all cargoes
- Give Greenlight to ship goods into the country after obtaining all the necessary pre-clearance documents.

#### **Planning and Organise for Receipt and Shipping of Regional and international cargoes and customs clearance:**

- Supervise Unloading of goods from the warehouse.
- Scrutinize all Freight Documents at reception of cargo and tally them against the physical transport reception of goods.
- Ensure all Freight Manifests are signed upon receipt and archived appropriately
- Keep all stake holders informed of an upcoming shipment to be received or shipped out
- Liase with clearing Agent to timely clear all cargoes at the different ports of entry and exit
- Engage all the necessary government organisations in relation to cargo clearances
- Ensure appropriate equipment is availed for offloading or loading specialised cargo

#### **Planning and Organise Outbound Transportation:**

- Prepare monthly and weekly transportation schedules in conjunction with the line manager, taking into consideration the priorities of operations and weather conditions especially the rainy season
- In collaboration with the other MSF sections, Explore the possibilities of consolidating shipments that are the same project direction
- Determine cargo load and define the most appropriate mode of transport with an aim of meeting the needs of projects at the lowest cost.
- Identify, manage and Monitor transporters from validated transporter list when executing MSF work
- In liason with the Biomed Manager, check condition of Reefer truck before loading medicines and physical condition of trucks before cargo is loaded.
- Supervise loading of goods from the warehouse.
- Ensure all outbound shipments have the required documents prior to their departure

#### **Documentation, Reporting and Market Assessment:**

- Ensure Invoices from all service providers are obtained and settled in time.
- Ensure that all cargo documents are properly filed and archived and accessible at any time
- Produce weekly and monthly report of transport and customs activities
- Maintain a clean data base of all transport and customs activities, transporters, custom agents.
- Update the monitoring table of inbound cargoes regularly and share bi-weekly.
- Ensure compliance to New rules/Procedures relating to transport and customs and report new compliance requirements to all stake holders.



- Participate in transport and customs assessments and keep in contact with Validated service providers and potential new service providers.

**Recruitment criteria**

**Education:**

- Diploma in Supply Chain or Transport management or professional certification in the same field.
- Desirable warehouse management-related studies.

**Experience:**

- Essential at least 2-3 years of working experience in related activities.
- Desirable previous experience with MSF Logistics or Supply Department or other NGOs and working experience in developing countries.

**Languages:**

Fluent English is mandatory (Writing and Speaking) and the Local language is an asset

**Knowledge:**

Computer literacy (Excel, Word & Internet) and Warehouse: (mathematics, reporting, and analytical skills)

**Competencies:**

People Management and Development, Commitment to MSF Principles, Behavioural Flexibility, Results and Quality Orientation, Teamwork and Cooperation.

## **How to Apply:**

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. **The deadline is no later than 09 October 2024 at 5:00 pm**

<https://bit.ly/TR-Custom>

**Only short-listed candidates will be contacted.**

**Female candidates are encouraged to apply.**

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline. *The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Personnel Development Manager at the MSFCH office in Hai Cinema – Juba.***

