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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

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## Experience

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

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## Language Level Description

### B1 Independent User

#### Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
  - Can deal with most situations likely to arise while travelling in an area where the language is spoken.
  - Can produce simple connected text on topics that are familiar or of personal interest.
  - Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.
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