

**Job Title:** Administrator/Logistician Assistant  
**Duty Station:** Rabouni (Tindouf area), Algeria  
**Reports to:** Head of Mission  
**Contract's Duration:** 3 months, renewable  
**Salary:** Negotiable, dependent on experience  
**Benefits:** Living allowance (per diem), accommodation, insurance, deployment and return tickets from and to country of origin  
**Deadline:** October 20, 2009  
**Starting Date:** ASAP

### **Job Description**

Médecins du Monde was founded in France in 1980. An international network today consisting of 16 associations has been steadily built around this original association. Médecins du Monde is an international medical association which relies on the commitment of its members (mostly health professionals) to assist the most vulnerable populations in the world.

MDM-Greece missions carried out to date encompass a broad range of activities including caring for victims of natural disasters, victims of wars, refugees and internally displaced, victims of violent expatriation and sustainable medical interventions like constructing and equipping primary health care clinics and hospitals.

MDM-Greece, within the scope of its humanitarian charter and activities, is carrying out a developmental, humanitarian mission in the Tindouf area of Algeria for the Saharawi refugees of the ongoing situation in Western Sahara. The mission provides the entire annual pharmaceutical needs of the population, and manages an integrated system of pharmaceuticals inventory tracking and cool chain monitoring. Moreover, selected health structures in the area are provided with the construction of medical waste management tools like incinerators.

The person employed is expected to assist the Mission in Algeria in terms of administration and logistics requirements; will be based in Tindouf and will report to the Mission Coordinator.

### **Responsibilities**

- Work in close cooperation with the Technical Assistant for the needs of the medical waste management monitoring and data collection.
- Work in close cooperation with the Medical Coordinator for the needs of monitoring and data collection of the health facilities.
- Report on the data collection and in accordance with the requirements of the Mission Coordinator.
- Prepare and perform in cooperation with the Medical Coordinator the trainings taken over by the Mission.

- Report regularly, in cooperation with the Mission Coordinator, on the evolution of the operation.
- Support the Mission Coordinator in the monthly financial reporting.
- Compose daily correspondence and act as an interpreter.
- Whenever required assist administratively and logistically the Mission in Algiers.

Requirements:

### **Essential**

- ▶ Minimum one year experience in a similar field logistical position with an international NGO or International Organization.
- ▶ Academic background in logistics/ fiancé/admin.
- ▶ Excellent IT Knowledge.
- ▶ Very good knowledge of Spanish and English oral and written.
- ▶ Excellent reporting and analysis skills.
- ▶ Ability to work under administrative/programmatic pressure and maintain deadlines.
- ▶ Excellent interpersonal, supervisory, organizational, and time management skills.
- ▶ Adaptation in difficult living conditions.

### **Desirable**

- ▶ Knowledge of ECHO donor procedures.
- ▶ Previous field experience in Tindouf or other North African missions.
- ▶ Knowledge of Arabic is an advantage.

### **Contact**

- ▶ Please send by e-mail a detailed cover letter and CV in English (only English application will be considered) [missionsfinance@mdmgreece.gr](mailto:missionsfinance@mdmgreece.gr) and [missions@mdmgreece.gr](mailto:missions@mdmgreece.gr)
- ▶ Reference “Algeria\_Admin\_Log\_Assistant” for faster processing of application.

**If your profile meets the recruitment criteria you will be contacted for an interview. If you have not received an answer within 2 weeks from the date of submission you may consider your specific application rejected. However, if your profile is suitable for other MDM-Greece missions we will keep your references in our database.**