



**DOCTORS WITHOUT BORDERS (THAILAND)**

**ด็อกเตอร์ส วิทเฮนธ์ บอร์เดอร์ส (ประเทศไทย)**

<b>Title:</b>	LOGISTICS SUPERVISOR
<b>Generic Function:</b>	
<b>Code:</b>	LS03100
<b>Level:</b>	6 (E)

## Position in the Organization

<b>Reports to (Hierarchical):</b>	Logistics Manager / Technical Logistics Manager
<b>Reports to (Functional):</b>	Logistics Manager / Technical Logistics Manager
<b>Job Family:</b>	Logistics and Supply
<b>Supervises (Function):</b>	

## Main Purpose

Supervising the daily logistics activities and providing maintenance to the **DWBT** equipment, facilities and infrastructures, according to **DWBT** standards and protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission.

## Accountabilities

- Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment according to **DWBT** standards
- Ensuring the check and follow-up of facilities under the line manager's supervision through daily visits to the facilities and reporting any anomalies or problems, evaluation of the rehabilitation needs and following up minor building rehabilitation work according to supervisor's instructions; checking that premises observe security norms and monitoring the consumption of mechanical and electrical vehicles/machines/devices
- Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to **DWBT** standards
- Coordinating and leading the logistics team under his/her responsibility which includes daily supervision, monitoring of the quality of work and the definition of each person's task, drawing up their working schedules; organizing and leading team meetings; participating in the recruitment of team personnel and attending logistics meetings and accounting for his activities
- Ensuring the vehicle fleet maintenance which includes planning and overseeing timely preventive and curative maintenance of all project vehicles according to **DWBT** standards and Instructing and monitoring drivers on correct driving habits and standard checks
- Managing and following up orders which includes collecting logistics orders coming from different departments or health facilities; drawing up and following up orders according to the procedures in force; providing technical support to the storekeeper, makes local purchases according to **DWBT** supply procedures and ensures reception conditions of freight or arriving material as well as the organization and setting up of materials before its shipment

## DWBT Section/Context Specific Accountabilities

- Supervising and monitoring on a day-to-day basis the implementation of the logistics activities, ensuring compliance to **DWBT** standards, protocols and procedures. Including the following activities:
  - Construction: ensuring the daily management on the worksites involving all activities needed to resume construction activities, according to supervisor's instructions and **DWBT** protocols, standards and procedures, in order to ensure a proper functioning and maintenance of installations and infrastructures.

- Fleet: ensure, supervise and carry out the fuel refilling of the generators, record the fuel consumption and perform basic repairs. Performing maintenance services according to the instructions in the logbook, filling in log books.
- Biomed and Cold Chain: performing and carrying out maintenance and repair of equipment. This includes the following tasks :
  - Organizing and participating in the installation of equipment
  - Following the schedule and carrying out preventive and curative maintenance works according to the DWBT and/or manufacturer's protocols, manuals, and recommendations and ensuring that cleaning and simple maintenance are properly carried out by medical staff
  - Participating in organising user training where required
  - Ensuring that all record sheets and books related to maintenance are always completed and preparing needed reports before and after any repair or required maintenance
- Energy, ventilation and air conditioned: Ensuring all installations in the facilities comply with standards and performing or ensuring all necessary installations, maintenance and repairs, according to the supervisor's instructions.
- ICT: installation and maintenance of the systems and communications' software and hardware.
- In cooperation with the WATSAN team and following the guidelines of the supervisor, ensuring the day-to-day implementation and administration of assigned Watsan activities, including but not limited to, water supply, cleaning and disinfection, excreta disposal, waste management, vector control, distribution of the materials and tools used in water treatment, hygiene and sanitation;
- Reporting any issues or problems to his/her supervisor and proposing solutions. If maintenance work requires further assistance, documentation or additional tools, this shall be requested from and provided by his/her supervisor.
- Identifying local technical actors, and organizing their participation (Electrician, Watsan, Biomed & Cold Chain, Constructor).
- Managing and organizing the materials and tools needed for his/her activities, including Biomed and Cold Chain spare parts: filling in the stock cards, inventory of stocks, executing orders necessary for renewing stock, avoiding any shortage, receipt and processing of orders, keeping records of received goods and checking the monthly consumptions of consumable items.
- Participating in weekly and monthly reports according to guidelines and implementing reporting practices and protocols.
- Ensure workplace safety by requiring all staff to wear appropriate protective equipment during activities that pose a risk of injury.
- Participating in trainings at the request of the line manager.
- Keeping working area clean and tidy.

## Requirements

<b>Education</b>	Essential secondary education and formal technical training
<b>Experience</b>	At least one year in <b>DWBT</b> or 2 years in a similar post out of <b>DWBT</b> .
<b>Languages</b>	Fluent of English is required. Other languages such as Burmese, Karen, or Karenni are desirable.
<b>Knowledge</b>	Essential computer literacy (word, excel)
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Results and Quality Orientation <b>L2</b></li> <li>• Teamwork and Cooperation <b>L2</b></li> <li>• Behavioural Flexibility <b>L2</b></li> <li>• to DWBT Principles <b>L2</b></li> <li>• Stress Management <b>L3</b></li> </ul>

## How to Apply

Please complete your application in **ENGLISH** and attach your CV and cover letter (stating your motivation and what can you contribute to the position) via the Google

Form [https://docs.google.com/forms/d/e/1FAIpQLSeW\\_nomUJW\\_7y05Hdcpbyoe44w3qcDrW\\_XqBiFds3QLWrGXg/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSeW_nomUJW_7y05Hdcpbyoe44w3qcDrW_XqBiFds3QLWrGXg/viewform?usp=header)

**before 21<sup>st</sup> February 2026 before 17.00** . Applications that are not completed (CV Covering letter) will not be considered.

**DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE**