# LM02504
# WORKSHOP MANAGER

**Level 9**

## Reports to (Hierarchical)
Logistics Coordinator / Technical Logistics Coordinator

## Reports to (Functional)
Logistics Coordinator / Technical Logistics Coordinator

## Job Family
Logistics and Supply

## Main Purpose
Planning, coordinating and monitoring all logistics activities in the project related to mechanical servicing, according to **MSF** protocols, standards and procedures in order to ensure the smooth running of the workshop and the mission's vehicles and motorized equipment

## Accountabilities
- In collaboration with the LogCo / Technical LogCo, planning, establishing and reviewing the mechanical servicing activities in the capital and project, including its annual budget, in order to identify and give a response to the needs of the mission and the targeted population
- Monitoring and ensuring the implementation of the mechanical servicing activities in the mission ensuring compliance to **MSF** standards, protocols and procedures This includes the following tasks:
  - According to the line manager and in liaison with the drivers' line manager, organizing the schedule for periodic servicing of all vehicles (corrective, predictive and preventive) and motorized engines (generators, motor pumps, etc.), both for the capital and the field, in order to ensure optimal working conditions of the fleet and extend its longevity
  - Supervising the services performed by the drivers and/or the trainee agents, and if necessary performing the special and complex services referred to in the Logbook deciding whether a vehicle requires an urgent or unscheduled intervention. Supervising any repair or maintenance work performed outside the **MSF** workshop in order to ensure the appropriate standards
  - Performing regular technical checks on the mechanical tools, in line with the procedures defined by the line manager, and complete the corresponding record sheets (repairs, maintenance, etc.) in order to preserve its usability
  - Identifying the spare parts, consumables and tools required by the fleet, evaluating local providers' suitability, and according to the line manager, placing the corresponding order to ensure on time delivery, cost efficiency and quality. Monitoring incoming and outgoing deliveries of spare parts and consumables (fuels, lubricants, etc.), and informing the line manager of stock levels on a weekly basis, in order to ensure availability and rationale use as well as a continuous delivery service between the capital and the field

- In collaboration with the LogCo / Technical LogCo and the HRCo, participating in the planning and implementation of HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required to correctly perform all logistics activities pertaining to his area
- Participating in monthly reports according to guidelines (SitRep, Logistics Statistical Report, etc.). and implementing reporting practices and protocols in order to ensure that all vehicle documentation (certificate of registration or license, insurance certificate, vehicle test certificate, etc.) is in order and inspection reports are conveniently filled by the drivers (log book, monitoring form, repair form)
- Performing delegated tasks according to his her speciality and as specified in his/her job description

## Education
Essential, driving license and formal training in mechanics

## Experience
At least 2 to 3 years' experience in similar Jobs

## Languages
- Essential mission language, local language desirable.
- English or French mandatory

## Knowledge
Computer literacy

## Competencies
- People Management and Development **L2**
- Commitment to MSF Participles **L2**
- Behavioural Flexibility **L3**
- Results and Quality Orientation **L3**
- Teamwork and Cooperation **L3**

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