LT04700
HEAD OF SKILLED LABOURERS

Level 3

Reports to (Hierarchical)
Logistics Supervisor / Manager

Reports to (Functional)
Logistics Supervisor / Manager

Job Family
Logistics and Supply

Main Purpose
Supervising a group of skilled workers, ensuring proper planning and administrative follow up, monitoring the quality of the work and performing hands on tasks as part of the team, according to **MSF** protocols, standards and procedures in order to ensure smooth functioning of the mission.

Accountabilities
- Supervising the team under his/her responsibility, passing on management directives, adapting the number of workers per team according to the work and needs. If relevant and with approval of the line manager, recruiting daily workers according to the needs. Managing daily workers, applying same criteria as managing unskilled workers
- Monitoring the quality of work of his team, checking that the instructions guidelines to be used by the workers are systematically followed and applied and that the tasks are completed in a given period of time. Asking the work to be redone and giving a helping hand, if necessary
- Responsible for the planning and administrative follow up, filling in and following the schedules according to activities and needs and the daily worker forms and handing them over to the line manager. Paying daily worker teams, depending on the circumstances and informing the line manager of any HR problems
- Responsible for the tools and equipment placed at his disposal, carrying out its monthly inventory with the workers and ensuring its replacement when needed
- Reporting to the Logistics Manager about the progress of the work and eventual incidents
- Performing hands on tasks as part of the team

Education
Literacy. Basic education

Experience
Minimum two years of experience as a skilled worker in this field

Languages
Ability to communicate with all staff in English

Knowledge
Computer literacy

Competencies
- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**
- Behavioural Flexibility **L1**
- Commitment to MSF Principles **L1**
- Stress Management **L2**

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