LB05500
WATCHMAN

Level 1

Reports to (Hierarchical)
Head Watchman / Logistics Co Assistant / Logistics Manager

Reports to (Functional)
Head Watchman / Logistics Co Assistant / Logistics Manager

Job Family
Logistics and Supply

Main Purpose
Carrying out surveillance and guarding activities in **MSF** facilities, according to **MSF** protocols and security rules, in order to ensure the safety and security of all mission's personnel and premises.

Accountabilities
- Surveying the **MSF** premise's access and guides people to reception within authorized hours. Contacts administration team for authorizing people access.
- Watching **MSF** premises and property's perimeter fence through regular patrols. Remaining on duty until other watchman comes to do a handover, never leaving the post unattended.
- Organizing traffic of vehicles within the premises and directs them in and out.
- Checking that the doors and windows are locked and lights are off when people leave premises. Checking that security lights are working properly and informing line manager of any possible problems.
- Keeping area within **MSF** premises clean and tidy (ex. empty dustbins, sweep paths, etc.) and performs general maintenance activities of the garden (ex. cut grass, maintain flower beds, prune trees if necessary, etc.).
- Maintaining watchmen's torch and other lighting tools, returning used batteries and keeping the necessary supply of spare batteries. Maintaining communication equipment (radio) in working conditions and providing battery availability.
- Supervising diesel/petrol tank levels and providing spare can(s) of fuel. Ensuring the correct functioning of generator and water pumps (starting, switching off, record sheet of operating hours and maintenance) as well as the correct use of extinguishers (being aware of their location.
- Informing line manager of arrival of any materials before unloading and helping **MSF** staff carry heavy items, if necessary.

Education

None is required, desirable literacy

Experience

None is required

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