LS03300
TECHNICAL ACTIVITY SUPERVISOR

Level 6

Reports to (Hierarchical)
Project Coordinator (if in project)/ Logistics Coordinator

Reports to (Functional)
Project Logistics Manager and if present Technical Activity Manager

Job Family
Logistics and Supply

Main Purpose
Supervising and monitoring the implementation the logistics activities in the project related to his/her technical activity or activities (Construction, ICT, WHS, Workshop, etc.) according to **MSF** standards, protocols and procedures in order to ensure the efficient running of **MSF** systems, infrastructure and equipment of the project

Accountabilities
- Supervising and monitoring on a day-to-day basis the implementation of his/her technical activity/activities in the project ensuring compliance to **MSF** standards, protocols and procedures. Including one or more of the following activities:
  - Construction: all technical and scheduling aspects of the building and rehabilitation activities in the project
  - ICT: installation and maintenance of the systems and communications' software and hardware
  - Workshop: the daily mechanical servicing activities of equipment and vehicles in the capital and project
  - Other technical logistics activities
- Supervising and leading the logistic team under his/her responsibility including the definition of each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule; organising and leading meetings of the team and participating in the staff selection and training
- Planning and supervising the HR processes (recruitment, training, performance evaluation and internal, external communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required for the activity
- Managing and organizing the materials and tools needed for his/her activity/activities which includes inventory of stocks, receipt and processing of orders, keeping records of received goods and checking the monthly consumptions of consumable items
- Planning together with the line manager, the required checks and maintenance activities of the set-up/systems of his technical activity/activities
- Participating in monthly reports according to guidelines and implementing reporting practices and protocols
- Performing delegated tasks according to his her speciality and as specified in his/her job description

Education

Essential secondary education; desirable Engineering or construction diploma/education

Experience

Essential at least two years of working experience in similar jobs

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