LT04500
DRIVER / MECHANIC

Level 4

Reports to (Hierarchical)
Head of Drivers/ Technical Activity Supervisor / Logitics Supervisor

Reports to (Functional)
Head of Drivers/ Technical Activity Supervisor / Logitics Supervisor

Job Family
Logistics and Supply

Main Purpose
Transporting **MSF** staff, patients and materials under good safety conditions and responsible for the fleet maintenance and the appropriate use and maintenance of **MSF** vehicles, in accordance with **MSF** rules, standards and protocols in order to have the vehicles in optimal running conditions

Accountabilities
- As driver, performing the tasks of transporting authorized goods and passengers in an **MSF** vehicle, ensuring its technical and safety conditions and respecting the country's traffic rules and **MSF** security rules in order to provide a safe, smooth and efficient service. Responsibilities are same as stated in the Driver JP (as per attached).
- As mechanic, in charge of maintaining all **MSF** vehicles and generators, ensuring that they are in good working condition and that they have the necessary materials and equipment, such as tools, emergency box, radio, spare parts, etc. Tasks includes fixing minor mechanical problems and liaising with the Fleet Supervisor for major mechanical problems. Ensuring that staff have and uses the appropriate protective materials
- Maintaining up to date and accurate department stock cards and tracking the consumption and condition of products dedicated to **MSF** vehicles. Using materials according to MSF policies and procedures and in collaboration with the Supply Chain Supervisor, preparing the monthly LPO
- For the fleet management, responsible for planning and organizing the weekly check-up and service of the vehicles according to **MSF** policies and procedures. After every service, repair and check-up, completing the necessary documents, such as logbook, check-up sheet and monthly report. Reporting any mechanical breakdown to the Field Logistician
- Ensuring that all cars have the required papers and equipment (road-books, triangle, fire extinguisher, road triangle, spare oil, coolant, map, insurance driver licenses, matriculation, etc.)
- With the Logistics Manager, identifying training needed by the drivers and making appropriate recommendations regarding the appropriate trainer
- Preparing monthly roster for drivers
- Providing the field log with a monthly report addressing at a minimum, the progression of activities, the difficulties encountered and the plan of action for the coming months

Education

Essential literacy, Driving license and basic mechanic skills

Experience

Minimum 2 years related experience

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