LT04600
RADIO OPERATOR

Level 3

Reports to (Hierarchical)
Logistics Manager / Head of Radio Operators

Reports to (Functional)
Logistics Manager / Head of Radio Operators

Job Family
Logistics and Supply

Main Purpose
Operating the VHF and HF radios, in accordance with the **MSF** security protocols and rules, in order to ensure quality and confidential radio communications for the operational needs of the mission/projects.

Accountabilities
- Operating the HF and VHF radios, avoiding using any sensitive or security related information and following the **MSF** security rules. Ensures radio frequencies' (HF and VHF) quality and transmission capacity. Installs and programs frequencies in all type of radios when necessary
- Ensuring that messages are well copied/passed to all people concerned and records the messages on the radio log book. Responding to radio contacts from other approved organizations and forwarding it on the information via this channel.
- Making radio contacts with reference bases (capital and/or field) according to communication rules / schedules and forwards all information concerning the security of the teams to the Project/Capital Coordinator.
- Monitoring and registering any movement, of people, vehicles, helicopters, airplanes and cargo, (departure, arrival, number of passengers, route taken, standard contact points) and informs line manager of any delays.
- Supervising and monitoring the VHF radio allocation book (handsets) and registering the loan of handsets to all staff, following it up on a regular basis.
- Installing, operating and performing preventive maintenance checks on assigned equipment, checking that the equipment is working properly and immediately informing the line manager of any damage/loss/theft. Maintaining the equipment, communications room and premises in clean and tidy conditions. Maintaining and supervising HF VHF batteries status in good maintenance conditions.
- Providing basic radio training when necessary to **MSF** staff

Education

Literacy. Desirable secondary education

Experience

Desirable work experience as radio operator in related jobs

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