LT03500
BASE AND FACILITIES OFFICER

Level 5

Reports to (Hierarchical)
Logistics Manager /Logistics Coordinator

Reports to (Functional)
Logistics Manager /Logistics Coordinator

Job Family
Logistics and Supply

Main Purpose
Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to **MSF** standards and protocols in order to have the material, infrastructure and vehicles in optimal running conditions

Accountabilities
- Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures
- Tracking consumption of supplies, fuel, lubricants, used in different facilities (office, house, store, etc.).
- Checking the maintenance of the various open spaces (gardens, courtyards...) and ensuring that domestic waste is correctly discarded
- Checking and ensuring the maintenance of **MSF** premises and facilities, as well as the general water supply, electrical, walls, ceilings ect. and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities.
- Performing maintenance of logistics equipment for cold chain, energy, IT and radio communications, in particular:
  - Inventories and the reallocation of equipment.
  - Renewing the authorization to use radio material with local authorities.
  - Checking the quality of the work carried out on generators and electrical installations.
- Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state.
- Carrying out local purchases and ensuring that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.
- Participating in trainings at the request of the line manager

Education

Essential Secondary Education

Experience
Desirable experience with other NGOs

Languages
Mission language essential; local language desirable

Knowledge
Computer literacy and radio equipment user-knowledge

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

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