|  |  |  |
| --- | --- | --- |
| **Title:** | SPECIALIZED TECHNICIAN | |
| **Generic Function:** |  | |
| **Code:** | LT03700 | |
| **Level:** | 5 | **(E)** |

|  |  |
| --- | --- |
| **Position in the Organization** | |
|  |  |
| **Reports to (Hierarchical):** | Logistics Supervisor |
| **Reports to (Functional):** | Logistics Supervisor |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

|  |
| --- |
| **Main Purpose** |
|  |
| Performing autonomously, specific complex / advanced installation, maintenance works and repairs depending on technician’s specialization (requiring special/qualifications/training), according to supervisor’s instructions and **MSF** standards and procedures, in order to ensure a proper functioning and maintenance of **MSF** equipment, installations and infrastructures |

|  |
| --- |
| **Accountabilities** |
|  |
| * Performing autonomously, all necessary complex / advanced installations, maintenance and repairs (i.e. requiring special qualifications/training), according to the supervisor’s instructions and executes any needed tests after any repair or maintenance. Including the following functions:   + Qualified Electrician   + Qualified Mechanic   + Biomed Technician * Making suggestions regarding any repair or maintenance work needed in MSF electrical installations, equipment and/or vehicles and assisting logistics department for any relative work needed. * Managing the stock of consumable items, filling in the stock cards, carrying out physical stock inventories, executing orders necessary for renewing stock, avoiding any shortage. * Responsible for the equipment and tools, including extinguishers, checking they are correctly and safely used, maintaining and renewing them when necessary and keeping the inventory updated. * Keeping working area clean and tidy. * Ensuring that all record sheets and books related to logistical maintenance are always completed. Preparing needed reports before and after any repair or required maintenance. * Immediately informing the line manager of any problems that arise in the course of the work, particularly with regard to damage, loss, theft or attempted break-ins * Working in collaboration with other specialised technicians and workers, if necessary, or managing a small team of workers. |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **Education** | Essential diploma or recognized formal training in the assigned technical area |
| **Experience** | * Demonstrate experience in his/her technical area (minimum 2 years’ experience) * Essential at least two years previous working experience. Desirable in MSF or other NGOs |
|  |  |
|  |  |
|  |  |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**