|  |  |  |
| --- | --- | --- |
| **Title:** | BASE AND FACILITIES OFFICER | |
| **Generic Function:** |  | |
| **Code:** | LT03500 | |
| **Level:** | 5 | **(E)** |

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

|  |
| --- |
| **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 |

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

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **Education** | Essential Secondary Education |
| **Experience** | Desirable experience with 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.**