

LT03500 BASE AND FACILITIES OFFICER

Level !

Reports to (Hierarchical)

Logistics Manager /Logistics Coordinator

Reports to (Functional)

Logistics Manager /Logistics Coordinator

Job Family

Logistics and Supply

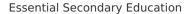
Main Purpose

Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to the 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.
 - $\circ\hspace{0.2cm}$ Renewing the authorization to use radio material with local authorities.
 - $\circ\hspace{0.4cm}$ 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



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**

Generated at 2025-05-17 07:37:45 +0000

© 2025 MSF International