|  |  |
| --- | --- |
| **Title:**  | MAINTENANCE AGENT  |
| **Generic Function:**  | SKILLED LABOURER |
| **Code:** | LB05104 |
| **Level:** | 2 | **(E)** |

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

|  |
| --- |
| **Main Purpose** |
|  |
| Perform repair / maintenance / construction works, according to the supervisor’s instructions and **MSF** standards, in order to ensure proper operations and prevent faults / deterioration of **MSF** equipment / installations / infrastructures. |

|  |
| --- |
| **Accountabilities** |
|  |
| * Carry out all minor works (construction, repairs, etc.) requested by the line manager, as well as any task identified by the employee and approved by the line manager.
* Perform regular maintenance of **MSF** installations / equipment / infrastructures (base, house, store, warehouse, health centre, hospital, etc.), particularly in line with a preventive maintenance plan (procedures to follow, schedule, etc.).
* In the event of faults / deterioration, diagnose the problem and propose possible solutions to the line manager and/or technical adviser.
* Perform any necessary tests / checks to confirm the proper operation of the installation or equipment after repair.
* Ensure effective management, protection and care of work tools (including site installations under the employee’s supervision) and keep the workshop tidy.
* Ensure that there are adequate stocks of consumables and materials for minor repairs and manage those stocks; placing orders in time.
* Keep all documents related to installations / equipment / infrastructures in order and update them regularly.
* Immediately inform 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.
* Assist logistics department for any related work needed.
 |

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

|  |
| --- |
| **Requirements** |
|  |  |
| **Education** | Literacy essential. |
| **Experience** | Previous experience desirable |
|   |  |
|  |  |
|  |  |

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.**