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| **Title:** | CONSTRUCTION SUPERVISOR | |
| **Generic Function:** | TECHNICAL ACTIVITY SUPERVISOR | |
| **Code:** | LS03301 | |
| **Level:** | 6 | **(E)** |

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

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| **Main Purpose** |
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| Supervising and monitoring the implementation of the daily building and rehabilitation activities in the project, according to **MSF** standards, protocols and procedures in order to ensure the efficient running of the project |

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| **Accountabilities** |
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| * Supervising and monitoring on a day-to-day basis the implementation of the building and rehabilitation activities in the project ensuring compliance of **MSF** standards, protocols and procedures. This includes the following tasks:   + Analyzing, according to customer requirements and **MSF** programs, the needs for construction/rehabilitation works and reporting to the line manager accordingly, in order to provide the necessary information to find an appropriate and efficient solution, including planning of (financial, technical, material and human) resources that meet the mission needs   + Supervising and following up through regular visits the work of construction and/or rehabilitation in progress, in order to ensure deadlines, budget and technical specifications and to early detect potential deviations   + Negotiating agreements and permissions for construction/ rehabilitation projects, establishing regular contacts with local authorities, in order to ensure all required documentation is filled upon and to avoid delays   + Organizing and supervising call for tenders (architect office, company tendering) activities in order to ensure the best technical and financial conditions * Planning and supervising the HR processes (recruitment, training, performance evaluation and internal, external communication) of the drivers and mechanics in order to ensure both the sizing and the amount of knowledge required for the activity * Supervising and leading the logistic team under his/her responsibility including the definition of each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule; organising and leading team meetings * Providing monthly activity reports and implementing reporting practices and protocols in order to ensure that all vehicle documentation is in order and inspection reports are filled in by the drivers * Performing delegated tasks according to his her speciality and as specified in his/her job description |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Essential, secondary education; desirable Engineering or construction diploma/education |
| **Experience** | Essential 2 years of previous experience in similar jobs |
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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.

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| **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.**