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## LT03500

### BASE AND FACILITIES OFFICER

Level 5

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#### Reports to (Hierarchical)

Logistics Manager /Logistics Coordinator

#### Reports to (Functional)

Logistics Manager /Logistics Coordinator

#### Job Family

Logistics and Supply

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#### 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

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#### 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
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#### Education

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**Experience**

Desirable experience with other NGOs

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**Languages**

Mission language essential; local language desirable

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**Knowledge**

Computer literacy and radio equipment user-knowledge

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**Competencies**

- Results and Quality Orientation **L1**
  - Teamwork and Cooperation **L1**
  - Behavioural Flexibility **L1**
  - Commitment to MSF Principles **L1**
  - Service Orientation **L1**
  - Stress Management **L2**
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