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| **Title:** | RADIO OPERATOR | |
| **Generic Function:** |  | |
| **Code:** | LT04600 | |
| **Level:** | 3 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Logistics Manager / Head of Radio Operators |
| **Reports to (Functional):** | Logistics Manager / Head of Radio Operators |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Operating the VHF and HF radios, in accordance with the **MSF** security protocols and rules, in order to ensure quality and confidential radio communications for the operational needs of the mission/projects. |

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| **Accountabilities** |
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| * Operating the HF and VHF radios, avoiding using any sensitive or security related information and following the **MSF** security rules. Ensures radio frequencies' (HF and VHF) quality and transmission capacity. Installs and programs frequencies in all type of radios when necessary * Ensuring that messages are well copied/passed to all people concerned and records the messages on the radio log book. Responding to radio contacts from other approved organizations and forwarding it on the information via this channel. * Making radio contacts with reference bases (capital and/or field) according to communication rules / schedules and forwards all information concerning the security of the teams to the Project/Capital Coordinator. * Monitoring and registering any movement, of people, vehicles, helicopters, airplanes and cargo, (departure, arrival, number of passengers, route taken, standard contact points) and informs line manager of any delays. * Supervising and monitoring the VHF radio allocation book (handsets) and registering the loan of handsets to all staff, following it up on a regular basis. * Installing, operating and performing preventive maintenance checks on assigned equipment, checking that the equipment is working properly and immediately informing the line manager of any damage/loss/theft. Maintaining the equipment, communications room and premises in clean and tidy conditions. Maintaining and supervising HF VHF batteries status in good maintenance conditions. * Providing basic radio training when necessary to **MSF** staff |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Literacy. Desirable secondary education |
| **Experience** | Desirable work experience as radio operator in related jobs |
| **Languages** | Essential, mission working language and local language(s) |
| **Knowledge** | Essential basic knowledge on mathematics, mechanical, electronic principles |
| **Competencies** | * Results and Quality Orientation **L1** * Teamwork and Cooperation **L1** * Behavioural Flexibility **L1** * Commitment to MSF Principles **L1** * Stress Management **L2** |

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.**