

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

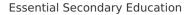
Main Purpose

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

Language Level Description B1 Independent User Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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