LM01100
INTERSECTIONAL WORKSHOP MANAGER

Level 11

Reports to (Hierarchical)
Logistics/ Technical Logistics Coordinator

Reports to (Functional)
Logistics Coordinator/ Technical Logistics Coordinator

Job Family
Logistics and Supply

Main Purpose
Being responsible for defining, implementing and coordinating the intersectional workshop activities in the country in collaboration with the Logistics Coordinators according to MSF protocols, standards and procedures in order to ensure the smooth running of the intersectional workshop and the mission(s) vehicles and motorized equipment.

Accountabilities
- Defining, planning and budgeting the workshop activities in the country determining the requirements needed to equip the office (incl. staff), in order to respond to the needs of the different missions present in the country
- Coordinating all workshop activities in the country and ensuring the implementation of MSF strategy and procedures according to MSF protocols, national policies and state regulations and project specifications
- Ensuring the proper communication between the different sections and setting the standards and defining the procedures for the necessary services as well as all the periodic servicing of MSF vehicles , mechanical tools and motorized engines (generators, motor pumps, etc.) for the different missions / sections in order to ensure optimal working conditions of the fleet and to enlarge its longevity
- Being responsible for the implementation of an efficient supply management of all spare parts and consumables (fuel, lubricants, etc.) of the workshop, Selecting and negotiating with providers. Ensuring the availability, rational use and continuous delivery service between the different missions.
- Being responsible for the implementation of administrative procedures and vehicle documentation and registration protocols, ensuring compliance with national legal requirements
- Planning and supervising, in close coordination with the HR Co, the associated HR processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the workshop team in order to ensure both the sizing and the amount of knowledge required.
- Ensuring the necessary reporting to the coordination teams of the different Missions in the country on intersectional workshop performance and priorities, proposing corrections if needed.

Education

- Essential degree in mechanics

Experience

- At least 2 to 3 years’ experience in similar Jobs

Language Level Description
B2 Independent User
Vantage or upper intermediate

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

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