LT04000
HEAD OF RADIO OPERATORS

Level 4

Reports to (Hierarchical)
Logistics Supervisor

Reports to (Functional)
Logistics Supervisor

Job Family
Logistics and Supply

Main Purpose
Supervising radio operators' activities, ensuring and providing their training, according to **MSF** standards and communication protocols, in order to provide quality radio communications for the operational needs of the mission.

Accountabilities
- As a radio operator, monitoring movements of people, vehicles, helicopters, airplanes, cargo, etc. (i.e. departure, arrival, number of passengers, route taken, etc.), and ensuring that messages and information are passed to all people concerned, following **MSF** protocols at all times.
- Memorizing and using all radio codes, call numbers and radio alphabet, and for security reasons, always using appropriate language over the radio.
- Supervising the radio operators' team, organizing personnel shifts to ensure appropriate, ongoing service coverage.
- Training and guiding new and experienced radio operators and ensuring they follow all protocols. Providing training to all new radio perators
- Checking the correct functioning of all equipment and informing line manager of any damage, loss, or theft. Registering the loan of handsets to all staff and following it up on a regular basis.
- Ensuring that only authorized people use the radio, preventing of any damage and theft.
- Supervising or carrying out the cleaning and minor maintenance tasks (charging batteries, etc.) of all equipment and facilities.
- Assisting in installing VHF and HF radios with all the equipment required in buildings and vehicles

Education
Literacy essential, secondary education desirable

Experience

Essential previous experience in **MSF**

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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