General Table Technical Skills

Technical Skill

Level 1

Under Supervision

Applies policies and tools, implements processes with few mistakes and regular supervision

For more info please consult

Level 2

Autonomous

Implements policies, tools and processes autonomously with no major mistakes. Proposes improvements. Calls for assistance when needed. Little supervision required

Level 3

Master

Masters the subject fully. Is able to implement the necessary policies, tools and processes independently with little assistance and major mistakes. Proposes improvements. Provides support to colleagues. No supervision required

Level 4

Expert

Is able to implement all the necessary tools independently with no assistance or major mistakes. Proposes improvements. Is the referent person, required for his/her expertise

Facility Management

Level 1

UNDER SUPERVISION

Be able to use MSF Buphagus software

Explain the basics of the equipment management policy (identification, procedures)

Level 2

AUTONOMOUS

Able to identify the needs of a base in terms of non-medical investment equipment.

Able to analyse/interpret the data extracted from Buphagus

Basic knowledge of the equipment management policy (identification, maintenance procedures, standard articles, etc.)

Able to evaluate the impact of inhouse or outhouse servicing of investiment equipments

Level 3

MASTER

Able to identify the needs of a mission in terms of non-medical investment equipment.

Good knowledge of the equipment management policy (identification, maintenance procedures, standard articles, etc.)

Able to define maintenance strategies with solutions internal and external to MSF, within a mission

Level 4

EXPERT

Able to propose innovative technical solutions to improve the quality of interventions

Able to define maintenance strategies with solutions internal and external to MSF, at regional level (cluster of countries)

Be able to analyse the pertinance of existing policies and if necessary adapt them to the operational needs

Management of Offices and Workplace Safety

Level 1

UNDER SUPERVISION

Basic knowledge of safety hazard and related soultions

Basic technical knowledge of the maintenance principles/tools for all the tehcnical services related to the buildings

Level 2

AUTONOMOUS

Ability to collect the needs of the building users and propose and implement rational solutions

Ability to understand and evaluate the local real estate market.

General knowledge of safety hazard and related soultions

General technical knowledge of the maintenance principles/tools for all the tehcnical services related to the buildings

Level 3

MASTER

Sound knowledge of safety hazard and related soultions

Sound technical knowledge of the maintenance principles/tools for all the tehcnical services related to the buildings

Ability to understand and evaluate the pertinency to outsource techical services for building maintenance.

Ability to organize the use of the buildings according to the security needs (relocation/hybernation)

Familiar woth local rules/laws related to conutry real estate

Level 4

EXPERT

Able to conduct a cost/benfits analysis on complex system of buildings to orient efficient choices

Be able to define and implement strategies and procedures for a complex system of buildings and safety related procedures according to MSF standards

Transport/Mechanic

Level 1

UNDER SUPERVISION

Familiar with MSF basic standard tools and procedures (Carnet de Bord, fiche de travail, dayly and weekly check, service « A » and « B »)

Basic knowledge of mechanical spareparts

Be able to properly manage a of fuel storage and to respect refueling principles/rules.

Sound knowledge of driving rules

Level 2

AUTONOMOUS

Ability to understand and evaluate the overall conditions to rent (light) vehicles

Sound knowledge, use and implementation of MSF standard tools and procedures (service «C »)

Sound Knowledge of mechanical spareparts, (produce regularly order sparepart)

Sound Knowledge of fuel storage and refueling principles/rules (install a fuel station)

Level 3

MASTER

Sound knowledge of maintenance procedures concerning vehicles deployed in severe conditions.

Ability to analyse vechicle/engine (MSF or rented) conditions in order to define their appropriate use/dismissal

Ability to understand and evaluate the overall conditions to rent (light) vehicles

Perfect knowledge of mechanical spareparts (produce 6-month order sparepart, Toyota sparepart form)

Level 4

EXPERT

Perfect knowledge of maintenance procedures concerning vehicles deployed in severe conditions.

Ability to understand and evaluate the overall conditions to rent all kind of vehicles

Be able to define and implement strategies, procedures and provide appropriate tools amd resources for a complex system of vehicles (purchase, rent, maintenance, follow-up, spare parts) according to MSF standards.

Able to produce reference documents and policies

Vehicle Feet Management

Level 1

UNDER SUPERVISION

Be able to recognize the needs regarding vehicle equipment according to Msf standards and deployment conditions

Familiar with MSF basic standard tools and procedures (Carnet de Bord, fiche de travail, dayly and weekly check, service « A » and « B »)

Basic knowledge of mechanical spareparts

Be able to properly manage a of fuel storage and to respect refueling principles/rules.

Sound knowledge of driving rules

Level 2

AUTONOMOUS

Be able to size the project fleet and related equipment according to Msf standards and deployment conditions

Be able to organize a garage facility on the basis of MSF standards

Ability to evaluate the pertinency of local outsurcing basic maintenance service of the fleet

Sound Knowledge of mechanical spareparts, (produce regularly order sparepart)

Level 3

MASTER

Able to establish approprite technical procedures, tools and follow-up to manage a fleet with more than 10 vehicles (any type).

Be able to define a vehicle replacement strategy, accordig to the needs and deployment conditions

Prooved mastery of mechanical spareparts, (produce 6-month order sparepart, Toyota sparepart form)

Ability to evaluate the pertinency of regional outsurcing maintenance services, local and regional purchase (veichles and spare part) and renting of veichles

Level 4

EXPERT

Able to establish an integrated mobility (evaluation, planning, implementation, follow-up) system for a sizable mission (also between sections), taking into account the operational constraints

Able to produce reference documents and policies

Aerial Operations

Level 1

UNDER SUPERVISION

Good knowledge of MSF projects air protocols (procedures, flight planning)

Ability of monitoring freight and passanger movements

Able to handle aircraft arrival and departure (airstrip clearing, contact with pilot)

Knowledge of MSF safety policies and protocols with regards to an aerial operation

Level 2

AUTONOMOUS

Able to recognise the needs of a project in terms of aerial operation (flight frequency, possible routings, number of passengers to be transported, etc.) on a regular basis or in the event of emergency (evacuation)

Able to organize aerial operations for a project taking into accounts costraints and actors involved

Able to implement MSF safety policies and protocols with regards to an aerial operation

Level 3

MASTER

Able to recognise the needs of a mission in terms of aerial operation (flight frequency, possible routings, number of passengers to be transported, etc.) on a regular basis or in the event of emergency (evacuation)

Able to understand and analyse the national market with regards to air transporters

Capable to translate mission needs into a term of reference in order to identify a suitable answer

Basic knowledge of aeronautical basics (aircraft models and spficications, aeronautical enviroment)

Capacity to identify and express technical problems

Sound knowledge and able to comply with international and national legislation with reagds to air operations (e.g. IATA)

Level 4

EXPERT

Capacity to evaluate the effectivness and efficiency of air operations on a mission (development and implementation of KPIs)

Able to conduct a technical and commercial negotiation (market, cooperation with external partners) to identify a suitable answer in terms of transport means

Good knowledge of aeronautical basics (aircraft models and spficications, aeronautical enviroment)

Capacity to anticipate and troubleshot technical problems and provide adequate solutions

Electricity

Level 1

UNDER SUPERVISION

Able to recognise the 3 priorities (safety, protection, continuity of service).

Able to follow a logic procedure in order to detect simple electricity problems

Able to apply the basic laws of electricity (volt, ampere, watt, AC/DC).

Able to produce basic facilities based on MSF standard kits (lighting kit, small generator, charger/inverter)

Level 2

AUTONOMOUS

Able to design a source (generator), a distribution system (circuit) and a protection system (circuit breaker, differential).

Know how to ensure the safety of a small existing installation (office, house) (insulation, earthing, differential, limiters, stabilisers, lightning protection).

Able to set up backup systems in terms of continuity of energy

Able to repair, alter or replace defective parts in a simpe domestic circuit

Able to provide follow up on maintenance of all types of moderate-sized infrastructures

Level 3

MASTER

Able to evaluate/analyse the level of safety and protection of facilities and the service continuity of

facilities of any kind (regardless of the level of complexity).

Able to provide technical recommendations

Able to repair, alter or replace defective parts in a complex systems (e.g. triphase)

Able to organise and follow up on maintenance of all types of large-scale infrastructures, including establishment of a maintenance workshop

Level 4

EXPERT

Able to produce reference documents and policies.

Able to produce complete studies for complex facilities, project definition, planning, organisation and follow-up of supply, implementation, and operation (hospitals, large coordination centres).

Able to propose innovative technical solutions to improve the quality of interventions

Information and Communication Technology

Level 1

UNDER SUPERVISION

Able to explain the MSF IT policy (3S: Security, Standardization, backup System)

Able to perform, verify and re-install a backup

Able to apply installation and maintenance procedures for IT material

Basic knowledge of computer network architecture

Able to follow a logic procedure in order to detect IT problems

Level 2

AUTONOMOUS

Sound knowledge of computer networking architecture

Good Knowledge of the main network protocols

Good knowledge of the main functioning of computer (hardware and software)

Level 3

MASTER

Master all the elements which has an impact on the security and performance of a computer network

Master the parametrization of a server in a multiuser enviroment

Level 4

EXPERT

Able to indentify quality criteria for an IT product or service

Able to provide remote support

Telecommunications

Level 1

UNDER SUPERVISION

Familiar with MSF basic standard tools and procedures (Difference between HF and VHF, estqblish radio contact, use of satellite phone, use and interpret an swvr meter)

Level 2

AUTONOMOUS

Able to install radio equipment (+ independent programming of frequencies and energy).

Able to install the standard means of satellite communications (except for V-sat) and set up standard data transmission.

Able to diagnose a simple malfunction

Level 3

MASTER

Able to design and install a telecommunications network (equipment and SOP) for any mission.

Able to upgrade a telecommunications network according to operational needs and conditions

Able to follow a logic procedure in order to detect malfunctions

Able to provide remote support

Level 4

EXPERT

Able to adapt and propose new tools depending on technological developments and

operating needs of MSF.

Able to produce reference documents and policies

Biomedical Equipment

Level 1

UNDER SUPERVISION

Be familiar with the types of medical apparatus most used by MSF.

Be able to carry out basic preventive maintenance.

Familiar with MSF basic standard tools and procedures related to biomed equipments

Level 2

AUTONOMOUS

Be able to carry out preventive maintenance and follow-up spqre part needs

Able to carry out a functional test on the equipment most used.

Able to diagnose simple and common malfunctions, and locate and repair them (with the aid of documentation or support)

Level 3

MASTER

Able to evaluate the proper maintenance of the biomedical equipment

Able to set up preventive maintenance procedures.

Able to maintain the standard equipment with the aid of external documentation and support if necessary.

Able to evaluate the environmental and electrical safety of biomedical equipment

Level 4

EXPERT

Sound knowledge and ability to setup a model of complex and specific biomedical instruments (e. g. advanced

laboratory equipment, x-ray).

Be able to define and implement strategies, procedures and provide appropriate tools for a complex system of biomedical apparatus, according to the medical needs and the available resources

Construction and Renovation

Level 1

UNDER SUPERVISION

Familiar with renovation and/or construction proceduresfor simple structures (temporary, semi-premanent and permanent)

Good knowlegde of existing MSF construction reference guides/tools.

Explain the MSF prerequisites for a construction project.

Able to draw a schematic diagram.

Able to recognize the need of supply in terms of materials

Level 2

AUTONOMOUS

Capable to define and manage the different phases in a renovation and/or construction project (temporary, semi-premanent and permanent atructures)

Sound knowlegde of MSF construction process

Able to draw a detailed diagram with dimension, orientation and elements of description

Able to guide the technical choice of materials

Able to provide maintenance of a building (up to 200m²) considering the integration of all the other relevant technical families (watsan, energy, etc.)

Good knowledge of local market in terms of materials, technicians, contractors, local law and istitutional actors

Capacity to do basic site planning for structure installation (temporary, semi-premanent and permanent structures)

Level 3

MASTER

Able to perform a technical evaluation of a complex of buildings.

Perfect knowlegde of MSF construction process

Able to define and develop a construction project (up to 200 m²) in all its elemetns and considering the integration of all the other relevant technical families (watsan, energy, etc.)

Able to define the appropriate tools in order to launch a construction procedure (call for tenders, team for daywork, etc.)

Able to organise site planning, draft a timetable for the construction activities, and provide followup of the budget.

Sound knowledge of local market in terms of tmaterials, technicians, contractors, local law and istitutional actors

Capacity to do complex site planning for structure installation (temporary, semi-premanent and permanent structures)

Level 4

EXPERT

Able to define and develop a construction project (more than 200 m²) in all its elemetns and considering the integration of all the other relevant technical families (watsan, energy, etc.)

Able to adapt and propose new tools depending on technological developments in

operating needs of MSF.

Able to produce reference documents and policies.

Able to define strategy in terms of infrastrucure needs (temporary, semi-premanent and permanent) and related services according to operational needs and enviromental conditions

Water, Hygiene and Sanitation

Level 1

UNDER SUPERVISION

Explain the link between WHS and (Public) Health.

Be able to estimate the needs for water & excrement management for health-care structures & camps.

Be able to install a small water network with MSF kits (motorised pump, bladder, distribution line).

Know how to perform a batch chlorination

Explain the principles of systems for management of excrement (defecation area, latrine pits, improved latrine pits, simple latrine, VIP, water latrine, septic tank).

Explain the principles of water evacuation (grease trap, infiltration trenches).

Explain the principles of medical waste management (categories & equipment)

Level 2

AUTONOMOUS

Explain the various mechanisms of disease transmission via water and excrement.

Be able to implement the “Essential WHS requirements for health structures” (except Vector Control).

Be able to perform water chlorination.

Know how to perform a batch assisted sedimentation (drop-drop, SSD).

Be able to install/operate/maintain MSF pumps (motorised pump, submersible & cellar).

Be able to harvest water through “jetting” technology.

Understand the concept of Vector Control & how to use LNs.

Be able to set up a proper excrement management (calculate volumes, construction of various systems & concrete slabs).

Be able to set up proper a waste water facility (grease trap, infiltration systems).

Be able to set up a proper medical waste facility (+ follow-up of construction of De Montfort incinerators)

Level 3

MASTER

Be able to perform initial WHS evaluations + cartography + (GPS/GIS).

Be able to calculate load losses & design small-scale gravity systems.

Know how to install PVC, PE, GI pipes (under- and aboveground).

Know how to test, install & maintain pumps (hand, submersible, high-pressure, etc.).

Know how to perform water treatment (continuous assisted sedimentation, MSF filtration station).

Know how to perform automated chlorination (Dosatron, SSD, dosing by Venturi suction).

Be able to set up a system for domestic water treatment.

Know how to perform a microbiological & physical-chemical tests (MSF kits).

Know how to perform small-scale manual drilling (heavy duty jetting, manual drilling equipment).

Know how to decontaminate a contaminated water well.

Able to perform a stability and permeability test.

Able to perform a small-scale vector control for various diseases.

Explain basic hydrology (analyse & interpret the findings).

Know how to make hand-dug wells (equipment, safety, etc.).

Know how to safely dispose of contaminated bodies.

Explain WHS Health Promotion activities

Level 4

EXPERT

Capacity to evaluate the effectivness and efficiency of emergency operations (development and implementation of KPIs)

Able to propose innovative technical solutions to improve the quality of interventions

Capacity to troubleshot new/uncommon technical problems and propose adequate solutions

Food Logistics

Level 1

UNDER SUPERVISION

Good knowlegde of MSF guidelines with regards to fod logistics

Level 2

AUTONOMOUS

Able to set up and plan activities on the basis of the specified distribution strategy

Level 3

MASTER

Evaluate the logistical needs in terms of nutritional and distribution programmes.

Able to define and set up the food logistics strategy.

Level 4

EXPERT

Able to develop tools related to management of food logistics.

Able to update guidelines (manuals or others) related to food logistics.

Abel to contribute to the OCB food logistics strategy. Propose strategic pre-positioning and emergency stocks, etc

Support for Displaced/Homeless Populations/Shelter

Level 1

UNDER SUPERVISION

Able to explain MSF prerequisites and guidlines related to shelters, NFI distribution and watsan basic requirements

Explain the various MSF standard products.

Able to setup a MSF multipurpose tent, family tent, basic Watsan supply and waste commodities for a family

Level 2

AUTONOMOUS

Able to explain to population the use of an accomodations and watsan basic structure

Able to organize the distribution of emergency commodities

Level 3

MASTER

Able to evaluate needs of the population, according to the predefined strategy

[Tactical aspect] Capable to identify the right technical solutions and necessary resources to respond to the needs, taking into account several factors (type of emergency, cultural aspects, geographical context, etc.)

Capable to organize and supervise distribution or setup of commodities

Good knowledge of envoriment and operation site

Level 4

EXPERT

Capacity to evaluate the effectivness and efficiency of emergency operations (development and implementation of KPIs)

Able to propose innovative technical solutions to improve the quality of interventions

Able to develop technical solutions (guidelines, kits, etc.) to anticipate future possible scenarios

[Strategic aspect] Able to understand the medical strategy and to provide costructive technical inputs to orient the strategy

Responses to Epidemics and Other Infectious Diseases/Vaccination (general)

Level 1

UNDER SUPERVISION

Good knowledge of MSF tools (guidelines, kits) related to epidemics and vaccination (cold chain, stock, transport) and capable to deploy them

Level 2

AUTONOMOUS

Able to setup a structure (vacci, cholera, HF, HIV/TB) and to provide the correct maintenance

Level 3

MASTER

[Tactical aspect] Capable to identify the right technical solutions and necessary resources to respond to the needs, taking into account several factors (type of emergency, cultural aspects, geographical context, etc.)

Level 4

EXPERT

Capacity to evaluate the effectivness and efficiency of emergency operations (development and implementation of KPIs)

Able to propose innovative technical solutions to improve the quality of interventions

Able to develop technical solutions (guidelines, kits, etc.) to anticipate future possible scenarios

[Strategic aspect] Able to understand the medical strategy and to provide costructive technical inputs to orient the strategy

Vaccination

Level 1

UNDER SUPERVISION

Good Knowlegde of of measure and control tools of the cold chain

Good Knowledge of basic hardware and able to deploy and maintain

Level 2

AUTONOMOUS

Able to setup a central and secondary stock, according to a predefined plan

Able to setup a vaccination site, according to a predefined plan

Level 3

MASTER

Capable to calibrate the cold chain capacity according to medical strategy and type of vaccines

Able to draw-up a vaccination plan from a logistics point of view

Level 4

EXPERT

Cholera

Level 1

UNDER SUPERVISION

Good knowlegde of MSF Cholera guidelines

Able to set up a CTC/CTU under the supervision of an experienced Watsan/Log (water, excrement management, wastewater, medical waste

Level 2

AUTONOMOUS

Able to set up a complete CTC/CTU on the basis of preestablished plans.

Able to manage WHS and safety operations within the CTC/CTU

Level 3

MASTER

Able to draw up CTC/CTU plans.

Estimate the water & excrement management needs for a CTC/CTU.

Able to identify a suitable CTC/CTU site and to adapt it to the operational needs

Level 4

EXPERT

Haemorrhagic Fever

Level 1

UNDER SUPERVISION

Good knowlegde of MSF VHF guidelines

Level 2

AUTONOMOUS

Able to set up a complete isolation area on the basis of a pre-established plan

Level 3

MASTER

Able to draw up an isolation area plan and provide technical support

Able to manage WHS and safety operations within the isolation area

Level 4

EXPERT

HIV/TB

Level 1

UNDER SUPERVISION

Able to adapt the schedule of orders and deliveries for ARV medications and laboratory reagents

with a short shelf life.

Able to organise and secure the peripheral health-care structures to allow adequate storage of ARV/TB medications, laboratory tests and reagents.

Able to monitor the measures already in place to prevent TB transmission

Level 2

AUTONOMOUS

Able to pro-actively search for technical solutions that are original, sustainable, inexpensive and culturally accepted.

Able to set up measures to prevent TB transmission.

Evaluate the structural changes necessary in all the healthcare structures to observe elementary measures of biosafety/universal precautions (management of cytotoxic medications).

Know how to organise collection of medical samples as well as all associated logistics (healthcare structures to labs and return to healthcare structures)

Level 3

MASTER

Able to design and follow up indicators of HIV/TB logistics performance

Capable of studying and designing (depending on the location, situation and available resources) the best measures to prevent transmission (compliance of healthcare structures, air flow and

renewal)

Able to establish transport policies, guidelines or procedures, ensuring maximum efficiency with regard to the principles of decentralisation and integration of HIV/TB programmes

Level 4

EXPERT

Understand and explain in depth the national supply mechanisms (local internal reserves,

ARV/TB distribution channels, lab tests and reagents).

Able to foresee and manage the constraints on distribution outside healthcare structures

(preparation, delivery, proof of reception, data management).

Able to produce reference documents and policies

Safety

Level 1

UNDER SUPERVISION

Explain the safety principles of MSF.

Able to apply a safety plan at the project level and inform MSF personnel on the basic technical tools related to safety (use of automobiles, radio, etc.).

Good knowledge of safety procedures related to a contingency plan

Level 2

AUTONOMOUS

Able to identify the major risks presented by a project in terms of safety of goods and persons, in collaboration with the project coordinator.

Able to identify measures to reduce risks and develop a contingency plan for a project

Level 3

MASTER

Able to define all the technical aspects related to safety in several programmes of a mission, with appropriate tools and procedures.

Capacity to analyse an incident and transmit appropriate input in terms of data recording and mitigation of the risks

Explain the basic principles of a risk analysis at the national level

Level 4

EXPERT

Able to conduct a critical review of the suitability, efficacy and efficiency of the safety management of a mission.

Train all those involved in a mission in all aspects of safety (context, risk evaluation,

standard procedures, contingency plans, incident reports and analysis).

Be able to define a safety strategies, and to provide appropriate tools and resources for tis implementation.

Develop and maintain a regional, even international, information network capable of aiding MSF in comprehension and ensuring safety in one or more specific contexts

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