

MSF Switzerland (MSF-CH)

JOB VACANCY – WORKSHOP SUPERVISOR

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **6-months Fixed Term Contract** and Trial Period of **3-months**.

Position: Workshop Supervisor**Number of Vacancies: 1****Location: Juba****Scope of responsibilities:**

Supervising and monitoring the implementation of the daily mechanical servicing activities in the capital and project according to MSF standards, protocols and procedures in order to ensure the efficient running of the workshop and the mission's vehicles and motorized engines.

Main tasks:

- Supervising and monitoring on a day-to-day basis the implementation of the mechanical servicing activities in the mission ensuring compliance to MSF standards, protocols and procedures. This includes the following tasks:
- Ensuring the mechanical repairs and maintenance of the vehicles and motorized engines (generators, motor pumps, etc.). Supervising, organizing, and planning the schedule for the periodic servicing of all vehicles (corrective, predictive and preventive) and motorized engines both for the capital and field, in order to ensure optimal working conditions of the fleet and extend its longevity
- Following the Logbook and to ensure safe working conditions, supervising the services performed by the mechanics, assistant mechanics, drivers and or trainee agents and if necessary, performing the special and complex services referred to in the logbook deciding whether a vehicle requires an urgent or unscheduled intervention
- Managing, organizing and identifying the spare parts, consumables and tools required by the fleet and his/her team, evaluating local providers suitability and placing the corresponding order to ensure on time delivery, cost efficiency and quality. Monitoring incoming and outgoing deliveries of spare parts and consumables (fuels, lubricants, etc.) and informing the line manager of stock levels on a weekly basis, to ensure availability and rationale use as well as a continuous delivery service between the capital and field
- Supervising and leading the logistic team under his/her responsibility including the definition of each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule; organizing and leading team meetings
- Planning and supervising the HR processes (training, performance evaluation and internal, external communication) of the drivers and mechanics to ensure both the sizing and the amount of knowledge required for the activity
- Providing monthly activity reports and implementing reporting practices and protocols to ensure that all vehicle documentation is in order and inspection reports are conveniently filled by the drivers
- Performing delegated tasks according to his/her specialty and as specified in his/her job description
- Waste Management: Oversees the disposal of fleet-generated waste in the workshop, ensuring proper segregation and disposal according to category (e.g., used oil, metal scrap, tires, batteries, plastics). Pays special attention to hazardous materials that could pollute the environment, ensuring they are securely stored in designated safe areas..
- Stock Management: Monitors fuel inventory levels at the internal fuel station to prevent stock raptures and ensure continuous operation. Supports calibration and maintenance of fuel delivery systems for accurate dispensing. Detects and resolves fuel leakages promptly, contributing to operational efficiency and safety compliance.
- Technical Support to Field Projects: Respond promptly to technical support requests from the project teams. Coordinate the preparation and delivery of workshop outputs needed for field operations and support mobile workshop setups or emergency repairs in the field when required.
- Reporting & Documentation: Maintain records of workshop activities and field support interventions. Provide feedback to supervisors on workshop capacity and field support effectiveness

Recruitment criteria**Education:**

- Essential driving license and formal training in mechanics



- Experience:**
- At least 3 years' experience in mechanical related jobs
 - MSF experience or NGO will be an added advantage
- Languages:**
- Fluent English mandatory (Writing and Speaking) and Local language is an asset
- Skills:**
- Essential computer literacy (word, excel, internet)
- Competencies:**
- Results and Quality Orientation L2
 - Teamwork and Cooperation L2
 - Behavioural Flexibility L2
 - Commitment to MSF Participles L2
 - Stress Management L3



How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Candidates who do not have access to the internet may submit their application at the MSF Switzerland office in **Hai Cinema, Juba**.

The deadline is no later than 22nd of August 2025.

<https://bit.ly/3UhUB9a>



Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or If you have any questions or requests, you can contact the **Personnel Development Manager at the MSFCH office in Hai Cinema – Juba**.

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will not be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.