

JOB VACANCY – BASE AND FACILITIES OFFICER
NUMBER OF VACANCIES: 01

Médecins Sans Frontières (MSF – Doctors without Borders) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

Location: Juba

Contract: 3 months fixed term contract renewable

Main Purpose:

Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to MSF standards and protocols in order to have the material, infrastructure and vehicles in optimal running conditions

Scope of responsibilities:

- 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 etc. 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.
 - Renewing the authorization to use radio material with local authorities.
 - 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

Recruitment criteria:

Education: MANDATORY Technical Diploma in Logistics plus certificate in relevant technical field (mechanical, electrical, plumbing or air condition maintenance) required

Experience: MANDATORY 2 years' experience in a similar position
Previous experience with MSF or other NGOs is a plus

Languages: Excellent communication skills in English and Arabic required

Knowledge: Essential computer literacy (word, excel, etc.) required.

Applications:

Interested South Sudanese candidates are invited to drop their application with **motivation letter and updated CV** with copies of their documents to the HR department at MSF Switzerland, Hai Malakal - Juba, South Sudan latest by **3rd of December 2021 by 5:00pm**

Qualified women and people with disability are strongly encouraged to apply Only short-listed candidates will be contacted, and applications received will not be returned.