

MSF Switzerland (MSF-CH)

JOB VACANCY - MECHANIC

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: Mechanic

Number of Vacancies: 1

Location: Juba



Scope of responsibilities:

Performing autonomously, complex / advanced servicing, maintenance and repair of MSF vehicles and other engines according to MSF standards and procedures, in order to ensure vehicles are in perfect running conditions.

Main tasks:

- Performing autonomously and ensuring, all necessary complex / advanced maintenance and repair of MSF vehicles and mechanical equipment to ensure they are in perfect condition for their use. This includes the following tasks :
- Performing maintenance according to the instructions in the logbook, ensuring all type of services to all vehicles are done on time (i.e. mini A, medium B and full C, and special services referred in logbook when possible).
- Testing all vehicles after each service is concluded and before it is handed back to its driver
- Keeping record of vehicle's driver remarks, and carrying out repairs if needed (vehicles and other mechanical equipment) and filling in service, repair or vehicle log book. Reporting to the line manager any problem related to MSF vehicles
- In the case of a breakdown, making a diagnosis, informing the line manager and after approval carrying out any complex / advanced repairs needed.
- Following up the validity of all documents (annual inspections, insurance or any other required documents)
- Assisting in the briefing or training of drivers regarding vehicle services and maintenance
- Managing the stock of consumable items, filling in the stock cards, carrying out physical stock inventories, executing orders necessary for renewing stock, avoiding any shortage
- Responsible for the equipment and tools, including extinguishers, checking they are correctly and safely used, maintaining and renewing them when necessary and keeping the inventory updated.
- Keeping working area clean and tidy.
- Ensuring that all record sheets and books related to maintenance are always completed and preparing needed reports before and after any repair or required maintenance.
- The individual should be capable of leading troubleshooting operations, performing all services for vehicles and generators, and reading mechanical and electrical drawings.
- Should be able to take charge of newcomers, use computers, work independently, and manage a team.
- Should have a good attitude for learning, adapting to new technologies, good organizational skills, prioritization, independence, thoroughness, flexibility, resourcefulness, and ability to work in a multi-disciplinary and multicultural environment.
- Should also complete weekly check sheets and job cards and report on project conditions upon returning from the field.

Recruitment criteria

Education: Essential diploma in mechanics or related studies.

Experience: Demonstrable mechanical experience. (Minimum 2 years experience).

Languages: Fluent English mandatory (Writing and Speaking) and Local language is an asset

Knowledge: Essential driving license for vehicles.

Competencies: Results and Quality Orientation, Teamwork and Cooperation, Behavioural Flexibility, Commitment to MSF Principles, Service Orientation, Stress Management

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. **The deadline is no later than May 27, 2024 at 5:00 pm**



<https://bit.ly/mechan-ic>



Only short-listed candidates will be contacted.

Female candidates are encouraged to apply.

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 requests, you can contact the **Personnel Development Manager** at the **MSFCH office in Hai Cinema – Juba**.*