

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.
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- In collaboration with head of drivers, plan, Supervise, and organize, the schedule for the periodic servicing of all vehicles (corrective, predictive and preventive maintenance) to ensure the mechanical repairs and maintenance of the vehicles and motorized engines (generators, motor pumps, etc.) 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, in order to ensure availability and rationale use as well as a continuous delivery service between the capital and field.
- Following up on monthly inventories of spare parts stock and tools plus workshop orders.
- Supervising and leading the mechanical 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; organising and leading team meetings and regularly reporting any incidents, needs to his supervisors
- Planning and supervising the HR administrative processes (e.g. leave planning, training, performance evaluation and internal, external communication) of the drivers and mechanics and guards on generators in order to ensure both the sizing and the amount of knowledge required for the activity
- Providing monthly activity reports and implementing reporting practices and protocols in order 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 speciality and as specified in his/her job description
- Planning weekly activities for the Mechanics with the Line Manager
- Reporting and statistic for workshop activities
- Performing delegated tasks during the absence of the Line Manager.
- Follow up and train the teams on planetary health and fleet waste management procedures.
- Quality assurance that the preventive maintenances done in the workshop and the fields conform to the Workshop safety and MSF standards.
- Provide remote technical support and physical field visits to the different fields and field visits reports.



Recruitment criteria

- Education:** Relevant Diploma/Degree or any formal training in mechanics and a valid driving license
- Experience:** At least 2-3 years' experience as Mechanic, Workshop Supervisor or any similar jobs
- Languages:** Fluent English mandatory (Writing and Speaking) and Local language is an asset
- Skills:** Computer literacy – MS Office softwares, (good command in Word and Excel and use Internet is desirable
- Competencies:** Results and Quality Orientation, Teamwork and Cooperation, Behavioural Flexibility, Commitment to MSF Participles, 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 January 2, 2024.**

http://bit.ly/Workshop_Supervisor



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 If you have any questions or requests, you can contact the **Personnel Development Manager** at the **MSFCH office in Hai Cinema – Juba.***