



Approved  
*[Signature]*

**MSF SPAIN IS OPENING THE RECRUITMENT OF: MAINTENANCE AGENT (1).  
(BASED IN JUBA/STARTING WITH 6 MONTHS CONTRACT/LEVEL 2)**

**In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, particularly in the logistics department, and That's why, females are strongly encouraged to apply.**

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

### **Main Purpose**

Perform repair / maintenance / construction works, according to the supervisor's instructions and MSF standards, in order ensure the proper functioning and longevity MSF equipment / installations / infrastructures.

### **Main Duties & Responsibilities**

- Perform repairs and preventive maintenances of MSF installations / equipment / infrastructures (base, house, store, warehouse, health center, hospital, etc.), particularly in line with a preventive maintenance plan (procedures to follow, schedule, etc.).
- Carry out all minor works (construction, repairs, etc.) requested by the line manager, as well as any task identified by the employee and approved by the line manager.
- In the event of faults / deterioration, diagnose the problem and propose possible solutions to the line manager and/or technical adviser.
- Perform any necessary tests / checks to confirm the proper operation of the installation or equipment after repair.
- Ensure effective management, protection and care of work tools (including site installations under the employee's supervision) and keep the workshop tidy.
- Ensure that there are adequate stocks of consumables and materials for minor repairs and manage those stocks, placing orders in time.
- Keep all documents related to installations / equipment / infrastructures in order and update them regularly.
- Immediately inform the line manager of any problems that arise in the course of the work, particularly with regard to damage, loss, theft or attempted break-ins.
- Assist logistics department for any related work needed.

## MSF Section/Context Specific Accountabilities

- **Identify and diagnose problems:** Responsible for identifying potential issues with equipment and facilities, including machinery, electrical systems, plumbing, and more.
- **Perform repairs** to equipment, fixtures, fittings, and building systems, responding to reports of broken or faulty items, included and excluded in the maintenance board.
- **Troubleshoot issues** and propose solutions, potentially involving collaboration with supervisors or technical advisors.
- **Follow established maintenance plans** and perform routine maintenance tasks
- **Perform regular inspections** of equipment, buildings, and systems are essential to identify potential problems and ensure optimal performance
- **Communicate clearly** with supervisors, colleagues, and potentially external contractors regarding maintenance issues and solution
- **Safety:** Adhere to safety regulations and ensure the procedures are followed when the team performs duties.
- **Tool management:** responsible for the proper use and care of work tools.

## REQUIREMENTS

- **Essential;** Literacy
- **Desirable;** Previous similar experience
- **Essential;** English language required. Desirable; Juba Arabic language and asset.
- **Essential;** Ability to do basic repair.

## COMPETENCIES

- Commitment to MSF Principles Flexibility
- Behavioral Flexibility Results
- Stress Management
- Results and Quality Orientation
- Teamwork and Cooperation
- Service Orientation.

## HOW TO APPLY

Interested applicants can submit their motivation letters, updated CV, *relevant academic certificates, previous work certificate and nationality ID.*

Application should be addressed to:

RECRUITER, MSF SPAIN, JUBA.

Submission can be done by E-mail: [msfe-juba-recruiter@barcelona.msf.org](mailto:msfe-juba-recruiter@barcelona.msf.org) or  
DROP TO MSF SPAIN, ADMINISTRATION OFFICE, JUBA.

With clearly written job title and updated contact numbers.

Closing date for submissions: 18/06/2025 at 17:00 hrs.

We thank all applicants for their interest, but **only short-listed candidates will be contacted for the recruitment process.**

*Applications once submitted, will not be returned to applicants.*



**WARNING!** MSF strongly warns its esteem applicants that any proven fake documentation (i.e., fake academics certificates/diplomas/Universities titles or fake work certificates submitted) in the application, will automatically lead to disqualification and total exclusion of the applicant from the current and future recruitment processes. Verification of applicants' documents by MSF is a must!

MSF is committed to achieving workforce diversity in terms of gender, race, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

*Done in Juba, 5<sup>th</sup> June 2025.*

