



MSF SPAIN IS OPENING THE RECRUITMENT OF: WORKSHOP SUPERVISOR.

(BASED IN JUBA WITH FIELD VISITS/ PERMANENT CONTRACT/STARTING WITH 6 MONTHS/LEVEL 6)

In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, particularly in the logistics and supply 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.

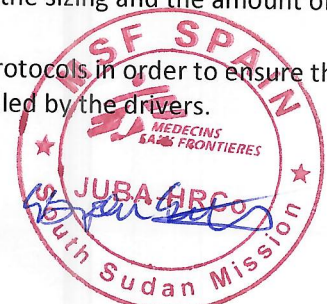
MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

Main Purpose

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 Duties & Responsibilities

- 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, in order 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 (recruitment, training, performance evaluation and internal, external communication) of the drivers and mechanics 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 specialty and as specified in his/her job description.
- Ensure safety practices are practiced in workshops (field and capital) and safety equipment and features are in the fleet and are working well and in place.

MSF Section/Context Specific Accountabilities

- Participating in the planning and implementation of HR associated processes (recruitment, training and induction new staff involved fleet management.
- Detection of skills potential, development training plans for project mechanics to enhance performance.
- Maintain good communication and teamwork with project mechanics and the rest of the team involved in fleet management and maintenance.
- Proactivity plan project visits and put in place schedule for Juba intersectional workshop to perform end/beginning sessions preventive maintenance for the mission projects.
- Implement MSFE standard preventive maintenance and SoPs (Logbooks are available and records are done properly for vehicles, generators, boat engines and tractors and MSFE standards and compliances are achieved.
- Full implementation and proper use of My-fleet in fleet management monitoring as a requirement in the MSFE standard logistics basics.
- Ensure safety and security measures are in place for vehicle management (inspect fire extinguishers, seat belts, tyre conditions, first aid kit etc and train the mechanics and drivers compliance to these measures.
- Implement proper safety and security measures for boat movements and ensure the standard checklist is used.
- Ensure appropriate use PPE in the workshop during maintenances and for driver during movements.
- Follow and monitor spare part monthly consumptions and ensure that all maintenance and costs are uploaded in My-fleet for better cost tracking and follow up.
- Fuel management process and SOPs are followed in the capital and field level.
- Participate in ordering spare parts for vehicles, generators, boats and tractors.

REQUIREMENTS

- Essential driving license and formal training in mechanics
- At least 3-5 years' experience in similar jobs
- Local language (Arabic) essential; Mission language (English) desirable
- Essential: Computer literacy MS office software's.

COMPETENCIES

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Stress Management



HOW TO APPLY

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

Application should be addressed to:

RECRUITER, MSF SPAIN, JUBA.

Submission can be done by E-mail: 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: 8/04/2024 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.

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 on 20th March 2024.

