LB05000
HEAD OF WATCHMEN

Level 2

Reports to (Hierarchical)
Logistics Supervisor

Reports to (Functional)
Logistics Supervisor

Job Family
Logistics and Supply

Main Purpose
Supervising and managing all security guards and their activities and performing as such, according to **MSF** security rules and local context in order to guarantee safety and security of **MSF** mission staff and premises.

Accountabilities
- Supervising shift changes and organising staff shifts, holidays, and covers any planned or extra needs. Remaining on duty until other watchman comes to do a handover, never leaving the post unattended
- Ensuring that all watchman material is in perfect state (ex. radio, torch, boots, raincoats, etc.) and in case of a problem reporting it to line manager. Maintaining watchmen's torch and other lighting tools, returning used batteries and keeping the necessary supply of spare batteries. Maintaining communication equipment (radio) in working conditions and providing battery availability, if applicable. Supervising correct use and availability of extinguishers.
- Briefing/training all new watchmen on their responsibilities, tasks, and security and communication duties. Contacting line manager for possible needs for training or suggestions regarding watchmen
- Screening **MSF** premises' accesses and guiding people to reception within authorised hours. Contacting administration team for authorising people access. Ensuring no material is taken out of MSF premises without prior authorisation and informing the line manager of arrival of any materials before unloading. Helping with unloading if necessary
- Watching **MSF** premises and property's perimeter fence through regular patrols and neutralising, if possible, intruders without mistreatment and immediately contacting line manager.
- Organizing traffic of vehicles within the premises and directing them in and out.
- Checking that doors and windows are locked and lights are off when people leave premises. Checking that security lights are working properly and informing line manager of any possible problems.
- Keeping area within **MSF** premises clean and tidy (ex. empty dustbins, sweep paths, etc.) and performing general maintenance activities of the garden, if applicable

Education
Literacy essential

Experience
Essential working experience of at least one year with MSF, desirably in a similar role

Language Level Description
A2 Basic User
Waystage or elementary

- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

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