# LS03300
# TECHNICAL ACTIVITY SUPERVISOR

**Level 6**

## Reports to (Hierarchical)
Project Coordinator (if in project)/ Logistics Coordinator

## Reports to (Functional)
Project Logistics Manager and if present Technical Activity Manager

## Job Family
Logistics and Supply

## Main Purpose
Supervising and monitoring the implementation the logistics activities in the project related to his/her technical activity or activities (Construction, ICT, WHS, Workshop, etc.) according to **MSF** standards, protocols and procedures in order to ensure the efficient running of **MSF** systems, infrastructure and equipment of the project

## Accountabilities
- Supervising and monitoring on a day-to-day basis the implementation of his/her technical activity/activities in the project ensuring compliance to **MSF** standards, protocols and procedures. Including one or more of the following activities:
  - Construction: all technical and scheduling aspects of the building and rehabilitation activities in the project
  - ICT: installation and maintenance of the systems and communications' software and hardware
  - Workshop: the daily mechanical servicing activities of equipment and vehicles in the capital and project
  - Other technical logistics activities
- 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; organising and leading meetings of the team and participating in the staff selection and training
- Planning and supervising the HR processes (recruitment, training, performance evaluation and internal, external communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required for the activity
- Managing and organizing the materials and tools needed for his/her activity/activities which includes inventory of stocks, receipt and processing of orders, keeping records of received goods and checking the monthly consumptions of consumable items
- Planning together with the line manager, the required checks and maintenance activities of the set-up/systems of his technical activity/activities
- Participating in monthly reports according to guidelines and implementing reporting practices and protocols
- Performing delegated tasks according to his her speciality and as specified in his/her job description

## Education
Essential secondary education; desirable Engineering or construction diploma/education

## Experience
Essential at least two years of working experience in similar jobs

## Language Level Description
## B1  Independent User
## Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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