LS03301
CONSTRUCTION SUPERVISOR

Level 6

Reports to (Hierarchical)
Logistics Coordinator / Construction Manager (if any) / Project Coordinator

Reports to (Functional)
Logistics Coordinator / Construction Manager

Job Family
Logistics and Supply

Main Purpose
Supervising and monitoring the implementation of the daily building and rehabilitation activities in the project, according to **MSF** standards, protocols and procedures in order to ensure the efficient running of the project

Accountabilities
- Supervising and monitoring on a day-to-day basis the implementation of the building and rehabilitation activities in the project ensuring compliance of **MSF** standards, protocols and procedures. This includes the following tasks:
  - Analyzing, according to customer requirements and **MSF** programs, the needs for construction/rehabilitation works and reporting to the line manager accordingly, in order to provide the necessary information to find an appropriate and efficient solution, including planning of (financial, technical, material and human) resources that meet the mission needs
  - Supervising and following up through regular visits the work of construction and/or rehabilitation in progress, in order to ensure deadlines, budget and technical specifications and to early detect potential deviations
  - Negotiating agreements and permissions for construction/ rehabilitation projects, establishing regular contacts with local authorities, in order to ensure all required documentation is filled upon and to avoid delays
  - Organizing and supervising call for tenders (architect office, company tendering) activities in order to ensure the best technical and financial conditions
- 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
- 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 team meetings
- 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 filled in by the drivers

- 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 2 years of previous 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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