|  |  |
| --- | --- |
| **Title:**  | SKILLED LABOURER |
| **Generic Function:**  |  |
| **Code:** | LB05100 |
| **Level:** | 2 | **(E)** |

|  |
| --- |
| **Position in the Organization** |
|  |  |
| **Reports to (Hierarchical):** | Head of Labourers |
| **Reports to (Functional):** | Head of Labourers |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

|  |
| --- |
| **Main Purpose** |
|  |
| Carrying out specific technical and logistics works regarding his/her qualifications, according to **MSF** procedures and his/her superior's instructions, in order to contribute to the construction, smooth functioning, cleanliness and repairs within **MSF** premises |

|  |
| --- |
| **Accountabilities** |
|  |
| * Performing work in the areas of his/her qualifications according to his/her line manager's instructions. This can include the following jobs and functions:
	+ Storekeeper Assistant : Carrying out tasks of checking, recording, storing goods and preparing goods according to the storekeeper's instructions
	+ Mechanic Assistant : Assisting mechanics in performing all necessary servicing, repair and maintenance works of MSF vehicle fleet and motorised engines
	+ Driver Assistant : Assisting the driver in performing his duties
	+ Maintenance Agent: Performing repairs, maintenance and construction works, according to the supervisor's instructions
	+ Hygiene Agent : Carrying out cleaning activities in the mission
* Taking all necessary safety measures for each work done and ensuring the same for all his/her assistants.
* Ensuring cleanliness of common working areas.
* Ensuring proper use, storage and maintenance of the equipment and tools provided.
* Informing superiors of any incident that may occur in the course of his/her work
* Performing tasks delegated to him/her as specified below
 |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |
| --- |
| **Requirements** |
|  |  |
| **Education** | None is required |
| **Experience** | Previous experience in work related jobs required |
|   |  |
|  |  |
|  |  |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**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.**