|  |  |
| --- | --- |
| **Title:**  | LABOURER |
| **Generic Function:**  |  |
| **Code:** | LB05300 |
| **Level:** | 1 | **(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 basic technical and logistics work that does not require any special qualifications according to **MSF** procedures and following the line manager's instructions in order to contribute to the construction, smooth functioning, cleanliness and repairs within **MSF** premises. |

|  |
| --- |
| **Accountabilities** |
|  |
| * Performing work in support of skilled workers in the maintenance of **MSF** premises, facilities and equipment in the areas of carpentry, plumbing, building structures, gardening, etc. This can include but are not limited to the following:
	+ Loading and unloading vehicles
	+ Assisting **MSF** staff carrying items if necessary
	+ Ensuring there is enough water and reporting their scarcity (this does not apply for daily labourer.)
	+ Performing simple earthwork for fixing roads and drains
	+ Making minor repairs, maintenance and construction works e.g. changes light bulbs, repairs locks, fix fences, painted surfaces
	+ Doing the gardening in order to maintain clean and organized all areas in the **MSF** premises
* Ensuring cleanliness of working, common areas and the 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.
* Ensuring the proper use of extinguishers.(not standard for a daily labourer)
* Performing tasks delegated to him/her as specified in his/her job description
 |

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

|  |
| --- |
| **Requirements** |
|  |  |
| **Education** | None is required. |
| **Experience** | None is 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.**