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| **Title:**  | HEAD OF RADIO OPERATORS |
| **Generic Function:**  |  |
| **Code:** | LT04000 |
| **Level:** | 4 | **(E)** |

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

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| **Main Purpose** |
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| Supervising radio operators' activities, ensuring and providing their training, according to **MSF** standards and communication protocols, in order to provide quality radio communications for the operational needs of the mission.  |

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| **Accountabilities** |
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| * As a radio operator, monitoring movements of people, vehicles, helicopters, airplanes, cargo, etc. (i.e. departure, arrival, number of passengers, route taken, etc.), and ensuring that messages and information are passed to all people concerned, following **MSF** protocols at all times.
* Memorizing and using all radio codes, call numbers and radio alphabet, and for security reasons, always using appropriate language over the radio.
* Supervising the radio operators' team, organizing personnel shifts to ensure appropriate, ongoing service coverage.
* Training and guiding new and experienced radio operators and ensuring they follow all protocols. Providing training to all new radio perators
* Checking the correct functioning of all equipment and informing line manager of any damage, loss, or theft. Registering the loan of handsets to all staff and following it up on a regular basis.
* Ensuring that only authorized people use the radio, preventing of any damage and theft.
* Supervising or carrying out the cleaning and minor maintenance tasks (charging batteries, etc.) of all equipment and facilities.
* Assisting in installing VHF and HF radios with all the equipment required in buildings and vehicles
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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** |
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| **Education** | Literacy essential, secondary education desirable |
| **Experience** | Essential previous experience in **MSF** |
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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.

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| **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.**