

## **BASE AND FACILITIES OFFICER (LT014)**

**Position:** Base and facilities officer  
**Job family:** Logistics and Supply  
**Country:** Italy  
**Area:** Rome  
**Closing application:** 20/11/2016  
**Start of the contract:** 28/11/2016  
**Duration of the contract:** 1 year  
**Level:** 5  
**Referent:** Logistics / Supply Coordinator

Médecins Sans Frontières (MSF) has started its activities in Italy in 1999 when realized that the same persons cured and assisted in countries at thousands of kilometers of distance were the same encountered in precarious conditions and needs once in Italy. The activities developed during these last years have aimed to give medical and psychological assistance to migrant people, even undocumented, present in Italy.

At the beginning of 2016, MSF is running a project of assistance for the Victims of Torture in Rome, emergency shelter and medical assistance in Gorizia. Since the beginning of the year, MSF has started mental health program in Trapani and plans to increment post-hospitalization activities in Catania.

Like it performed during 6 months of Search And Rescue (SAR) activities in 2015 in mid-Mediterranean sea, since May 2016, MSF has relaunched SAR operations, reinforcing its capacity to provide medical, psychological and socio-legal assistance. For that purpose, MSF has established an office in Augusta to support the activities of the boat, Bourbon Argos.

### **Main Purpose**

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Carrying out all maintenance logistics and supply activities in the MSFOCB-Rome Coordination Office (local purchase, logistics and supply administration tasks, ICT support activities, facility management of both office and accommodation) according to MSF standards and protocols in order to have the material, infrastructure and facilities in optimal running condition.

Mobile Support as and when needed and agreed with the Logistics Coordinator to the Migrants on The Move project, supporting the project in all aspects of logistics and supply administration tasks, ICT support activities and facility management. Supporting the project on an as needed basis with NFI distribution and WASH activities.

### **Accountabilities: Rome**

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- Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures during support to MoTM project as necessary.
- Tracking consumption of supplies, used in different facilities (office, house, etc.).
- Checking and ensuring the maintenance of **MSF** premises and facilities, as well as the general water supply, electrical, walls, ceilings... and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities.

- Performing maintenance of logistics equipment for, energy, IT and communications, in particular:
  - Inventories and the reallocation of equipment.
  - Management of SIM cards.
  - Checking the quality of the work carried out by sub-contracted utilities companies in the MSF premises.
- Preparing orders based on internal requests carrying out the follow-up, and checking their proper reception and state.
- Carrying out local purchases and ensuring that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.
- Participating in trainings at the request of the line manager.

#### **Accountabilities: Mobile**

- Assist the Project Coordinator in the definition and follow-up of logistics activities in the project, in conjunction with other medical project managers in order to identify and give a response to the needs of the targeted population in terms of construction, transport, communication, food, shelter, water and sanitation, and essential non-food items.
- Monitor on a day-to-day basis the implementation of logistics/technical activities in the project (construction, transport, communications, water and sanitation, vehicles and engines, equipment/installation and infrastructures, communications, etc.) ensuring compliance of MSF standards, protocols and procedures, and reporting to the Project Coordinator on the development of the ongoing programmes:
  - Ensure good functioning of vehicle fleet and other engines.
  - Implement water and sanitation activities planned.
  - Organise transport of goods and staff.
  - Guarantee means of communication.
- Implement all administrative related activities linked to logistics (orders, insurances, vehicle contracts, etc.).
- Participate in the planning together with the Logistics Coordinator, the Project Coordinator and the HR Coordinator, and implement HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the logistics staff in the project in order to ensure both the sizing and the amount of knowledge required to correctly perform all logistics activities.
- Ensure technical reference for all logistics/technical issues in the project and provide coaching to logistics staff under his/her responsibility.
- Ensures all staff in the Project is properly briefed about use of communication tools.
- Ensure installation and maintenance of functional office space(s) and lodging facilities for international staff in adequate living conditions

- Define and monitor technical aspects of the project risk reduction policy, transport, communication, protection, identification and preparation of the technical aspects of the project security policy and guidelines, evacuation plan and contingency plan, performing day-to-day monitoring of the application of security rules and reporting to the Project Coordinator any problem that may arise. For this purpose, the Project Logistics Manager will have to create an appropriate environment to facilitate security exchange of information.
- Participates in monthly reports according to guidelines.
- Coordinate, in close relation with the Medical referent in the project and the logistics coordinator, the supply chain processes and systems (order processing, order and stock management, cold chain, procurement systems), keeping accurate and updated information on stocks (expiry dates, security level, pipeline and lead times) in order to ensure availability of all the medical and non medical material and related services under optimal conditions.
- Supervise the storage, packing and management of stocks (logistics materials, stationery and maintenance products), applying the storage rules for products (food, hazardous substances, etc.), control consumption patterns, and provide the medical team with means and technical support for the pharmacy management (or pharmacies) in order to ensure material availability and a rational use of the stocks.

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## **Education**

Essential Secondary Education

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## **Experience**

- Essential at least two years of working experience in logistics related activities. Desirable previous experience with MSF or other NGOs, and working experience in developing countries
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## **Languages**

- Italian fluent (C1)
  - English fluent (C1)
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## **Technical Skills**

- Able to perform, verify and re-install a backup
- Able to apply installation and maintenance procedures for IT material
- Basic knowledge of computer network architecture
- Able to follow a logic procedure in order to detect IT problems
- Basic vehicle maintenance skills.
- Basic WASH knowledge