



Workshop Manager

As an MSF Workshop Manager you will ensure the smooth running of the workshop and the mission's vehicles and motorized equipment. This includes establishing procedures and standards, ensuring that all equipment is in line with operational requirements, and is used safely and properly maintained, ordering spare parts, managing stock control, training and supervising employed personnel.

Requirements

- At least two years' relevant professional experience
- Formal training in mechanics
- Experience of administrative work
- IT skills (Excel, Word, PowerPoint)
- Fluency in English and/or French; any other languages are an asset (Spanish, Portuguese, Arabic, Russian)
- Available for a minimum of six months
- Commitment to MSF's social mission and values
- Strong team player
- Willingness to work in all kinds of contexts worldwide, including unstable areas
- Adaptable and able to work in a multicultural team
- Flexible and able to manage stress
- Self-driven with a solution-orientated approach
- Ability to train others

Desirable skills

- Relevant diploma or qualification (CFC, CAP, BEP, etc.)
- Mechanical background or experience with caterpillar-tracked vehicles
- Fleet management experience
- Working experience in developing countries
- People management experience

This is an exciting and diverse role involving some or all of the following responsibilities :

- In collaboration with the Coordination teams, plan, establish and review mechanical-related activities to ensure optimal and secure transportation of people and goods
- Monitor and ensure the implementation of mechanical services in compliance with MSF protocols, including: organising the servicing schedule for vehicles and engines, supervising any repair or maintenance work performed outside the MSF workshop to ensure appropriate standards, performing regular checks of mechanical tools and completing the corresponding record sheets
- Identify spare parts, consumables and tools required by the fleet, and monitor incoming and outgoing deliveries as well as evaluate local suppliers
- Plan and coordinate the budget for workshop activities in order to respond to the needs of the target population
- Manage, train and supervise the mechanics team through activities such as capacity-building, briefing/debriefing and evaluation of staff
- Implement reporting practices (e.g. inspection reports, vehicle documentation)

Depending on our activities and needs, your responsibilities may be adapted and evolve according to the specific projects. You will not face these challenges alone; other MSF team members (both international and locally hired staff) will provide technical support, including comprehensive guidelines and protocols.

Are you interested in applying ?

For more information on our recruitment criteria and working conditions, please visit www.msf.ch.

MSF recruits people from all over the world who want to use their skills to make a difference through effective, relevant humanitarian work.

To deliver our life-saving medical aid in the areas where it is needed most, we rely on a network of medical, paramedical, logistical and administrative professionals. MSF Switzerland is currently coordinating more than 60 projects in 25 countries. Each year more than 500 international staff join 6,000 locally hired staff to provide medical relief in countries around the world.

By joining MSF, you become part of a team made of extremely hard working, committed, skilled and adaptable individuals. You bear witness to situations you see in the field. MSF offers you opportunities to develop your skills, your career and to take on long-term responsibilities within the organization.