

Médecins Sans Frontières Switzerland (MSF) is recruiting a

REGIONAL TECHNICAL REFERENT FLEET

Field-based: Kampala (Uganda) with 50% of field visits

Duration: 12 months (renewable)

Starting date: 15th of December 2025

Main Purpose

To keep up standards on Fleet management & Mechanics is one of the main logistic challenges in MSF. The high international staff turnover and the lessons learnt concerning the empowering of national staff has drove the Logistics department to lean toward a regional strategy to reinforce and improve the technical support in some of the missions.

As a regional technical referent, you will be the primary adviser in the area of fleet management for OCG's operations in the region. You will apply your expertise into field projects and provide technical support to coordination and field teams in the region. Your actions will be guided by:

- The operational objectives of the missions in the region
- MSF institutional policies, guidelines, protocols and procedures
- Coherence of the regional fleet management structure

You will be the expert in fleet composition strategy, movement workshop management, spare parts and stock management, and fuel management.

The Motorized Fleet scope includes assets (Light vehicles, trucks, motorcycles, generators, motorpumps), HR (Drivers, Mechanics), infrastructures, spare parts/consumables and protocols.

Moreover, you will conduct trainings on related MSF protocols and develop a pool of mechanical experts in the region (Africa). You will also advise on the career development of the mechanical experts.

You will also be proactive on organising your own agenda in coordination with the missions, follow up progress of action plans.

Your main responsibilities

- In liaison with the Technical Referent in HQ, contributing in defining and improving institutional tools (policies, guidelines, SOPs) related to her/his area of specialization by providing feedback based on his/her experiences.
- At the request of the coordination teams and based on the terms of reference established by its Logistics Coordinators, conducting assessments in the countries of his/her region. Proactively developing and proposing overall field visit schedules and suggesting any relevant changes based on operational needs
- Providing technical support to the Logistics Coordinators in her/his geographic area to help them implement basics, Fundamentals and standards, when necessary, with help from the Technical Advisor located in the HQ, particularly in
 - Assist missions in their Fleet Management strategy and long-term planification, including their annual budget and POA: Fleet composition, fleet volume and renewal
 - Assist missions in their Fleet Management day-to-day operation, including movements management and optimisation.

- Assist missions in the design and management of fleet management infrastructure: workshops, administration, HR (Drivers, movement operator and mechanics), spare part stock management and fuel management.
- Support missions in the management of spare parts and the concrete planning and definition of spare parts periodical orders (frequency, content, and validation of spare parts and service suppliers)
- Provide tailor-made trainings in missions. Includes driver training.
- Carry out evaluations and validation of local service providers and suppliers (service, parts, fuel and lubricants)
- Assist missions in the definition and implementation of country specific fleet management policies.
- Assist the mission in the implementation of the Planetary Health Roadmap, in order of priority:
 - Prerequisite: Assessments, monitoring tools and staffing (Basics and Fundamentals are up to date)
 - Reduction of fuel consumption and kilometres, reduction and recycling of fleet waste
 - Implementation of new technologies such as electric/hybrid cars where possible
- Provide advice in the implementation of the ensuing technical projects related to his/her area of expertise for the countries of his/her region and conducting analysis of the project components related to fleet management on at least an annual basis,
- Developing specific expertise in his/her geographical area, related to fleet management: assessing local actors, resources and regulations and defining best practices according to the regions' specific requirements
- Creating coherence in the regional fleet management infrastructure, advising on possible mobility of resources in the region
- In collaboration with training managers, contributing to the definition of training content generally related to his/her area of expertise and facilitating the sessions:
 - Increase and standardise 'individual training' scheme for Operational Logs (LogCo, LTL, Log Managers...) and specialists (WS Managers and supervisors, mechanics)
 - Provide training on new topics, both technical and organisational, such as diagnostic training, generators training, and special vehicles trainings, Fleet management for head of drivers
 - Maintain capacity to host and facilitate OCG and other OCs trainings
- Implementing institutional policies, procedures, tools regarding his/her area of expertise in the countries of his/her region
- Drafting visit reports and annual activity reports
- When requested, participating in emergency operations in her/his geographic area
- Participate in the intersectional working dynamic (support other section of MSF in the country if needed).

Context Specific Accountabilities

Objectives over 12 months:

- Visit all missions in the region (after prioritization based on activities, volume and context)).
- Propose a strategy to implement the portfolio of activities described above.
- Identify some profile within the workshop able to learn fleet management and coach them.

- Experienced trainer in fleet management as volume of training should increase for internship and individual trainings
- Capitalisation and documentation of Kampala Workshop standards, habits and procedures.

Requirements

- Education
 - Essential degree and Specialization on area of fleet management,
 - Technical education in automotive mechanics is an asset.
 - Experience in mechanics TOYOTA Land Cruiser .is an asset
- Experience
 - Significant field International experience with MSF (at least 2 years) in a Fleet Management/ Workshop Management position
 - Good command of project management and management and training-related knowledge
- Languages
 - Mission language essential (English and French)
 - Local language desirable
- Knowledge
 - Computer Literacy (MS Office)
- Competencies
 - Skill in strategic Vision
 - Skill in Leadership
 - Strong skills in People Management and Development
 - Strong skills in Service Orientation
 - Excellent skills in Teamwork and Cooperation

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.

About MSF

MSF is an equal Employer and does not charge any application/recruitment or training fee. MSFCH welcomes applications from people of all sexual or gender identities and encourages women to apply.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal data only for the recruitment process (i.e. receive all the information and documents necessary to proceed with the recruitment process, validation of best applications and selection of the most suitable candidate). Your personal data will be treated confidentially. MSF will not use your personal data in any other way other than for the purposes of this recruitment.

How to apply

Interested candidates should complete their application in English or in French (5MB max) by following the link below:

<https://msfsuisse-career.talent-soft.com/Pages/Offre/detailoffre.aspx?idOffre=285&idOrigine=502&LCID=1036>

The deadline for applications is 30.11.2025.
The applications will be treated confidentially.
Only short-listed candidates will be contacted.