Job List

Matching Percentage

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Medecins Sans Frontieres/ Doctors Without Borders (MSF)

Insight

Base and Facilities Officer

Application Deadline : 30 Nov 2026

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All | Requirements | Responsibilities | Salary & Benefits | Company Information

Vacancy: 1
Salary: Tk. 68500 (Monthly)
Age: At least 18 years
Experience: At least 2 years
Location: Cox`s Bazar (Ukhia)
Published: 22 Nov 2026

Applicants are encouraged to submit **Video CV.**

PRO

Application Insights View

Requirements

Education

- Essential: Bachelor's degree in any discipline.
- Desirable: Diploma/Bachelor's in Electrical, Mechanical, RAC or a related technical discipline.

Experience

- At least 2 years
- The applicants should have experience in the following business area(s): NGO

Additional Requirements

- Age At least 18 years

Experience

- Minimum 2 years' experience in relevant field with INGOs/NGOs is essential.

Training

- Course, Training, certification in relevant fields e.g. Applied security, disaster response, Energy-solar, Wash, Logistics/supply chain are preferred.

Language

- English is essential.
- Chittagonian is desirable.

Knowledge

- Essential computer skills: (MS Word, Excel, Powerpoint,Outlook)

Responsibilities & Context

- Tracking consumption of supplies, fuel, and lubricants, used in different facilities (office, house, store, etc.).
- Checking the maintenance of the various open spaces (gardens, courtyards...) and ensuring that domestic waste is correctly discarded

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- Reviewing and providing the care of MSF premises and facilities, as well as the general water supply, electrical, walls, ceilings etc. and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities.
- Performing maintenance of logistics equipment for cold chain, energy, IT and communications, in particular:
- Inventories and the reallocation of Equipment.
- Checking the quality of the work carried out on generators and electrical installations.
- Preparing orders for his sector activity, doing 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 training at the request of the line manager

General Technical Support:

- Oversee all the ICT equepment in the facility ensuring good health of the equipment, cleanleeness and provide possible support requested by user.
- Support Watsan team inproving water and sanitation facilities and promote IPC standards in the facility.
- Response to the job request and training venue booking request. assign team mate the pertinant tasks. Organize and maintain the training venue based on the schedule and requests.
- Coordinate and supervise routine and emergency repairs, cleaning, and maintenance activities.
- Actively perticipate in the fire response training and refresher and be part of the fire and disaster response team.
- Assist Log supervisor to perform inventory and Manages stock of the facility (e.g., office supplies, equipment, furniture).
- Ensure a steady supply of food, consumables, and printed materials for the medical team by identifying needs and maintaining essential stock.
- Cary out preventive maintenance according to the preventive maintenance planner (PMP) fill out the respective maintenance forms and archive them properly.
- Receive and deliver goods and materials, ensuring their quality and quantity align with standard practice of MSF documentation, such as Waybills (WB), Goods Receipt Notes (GRN), and others.
- Perform quality checks of all construction materials and supervise construction projects where necessary.
- Closely track the facility energy consumption such as electricity, solar, fuel etc. Maintaining fuel stock card and support supervisor in monthly fuel ordering.
- Ensure the safe fuel storage and maintain generator shed up to the MSF standard.
- Perform delegated tasks assigned by the line manager.
- Ensure all internal and external workers are wearing safety gears including PPE, Shoe, helmet, gloves, goggles, vest, etc.
- Identify the learning needs of teammates. Develop capacity and skills by coaching, mentoring, training and delegating day-to-day practical works.
- Ensure optimal energy usage in the facility by selecting appropriate equipment, raising awareness, maintaining equipment, and ensuring the quality of energy consumables. Ensure MSF standards are strictly considered in energy management.
- Inspecting, troubleshooting and maintaining electrical systems regularly to identify and repair issues, such as faulty wiring, malfunctioning outlets, or tripped circuit breakers and proper grounding.
- Assist mission Energy specialist performing yearly Electrical safety assessment.
- Managing the distribution of electrical power throughout the facility, ensuring that all systems receive the appropriate voltage and current and maintain optimum load balance.
- Installing and maintaining backup power systems (e.g., generators or UPS) to ensure minimal disruption during power outages.
- Responding to electrical emergencies, such as power outages, electrical fires, or equipment failures, to restore normal operations quickly and safely.
- Support all Balukhali locations (RG,SOPD,FSTP,NAYAPARA) based on the need.

Documentation:

- Submits a monthly report to Logistics Supervisor all IT including training venue
- Prepare the DW and CBTM present and payment sheet.
- Detailed records of all facility assets, such as equipment, machinery, tools, and materials, including Unicode, dates, serial numbers, and

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current conditions.

- Ensuring all record sheets and books related to logistical maintenance are always completed. Prepare necessary reports before and after any repair or required maintenance.

Skills & Expertise

Other Relevant Skills

Energy Management | Local Purchase | Preventive Maintenance | Reporting and Documentation | Supply Chain Management | Workplace modification

Compensation & Other Benefits

- Tour allowance,Medical allowance,Weekly 2 holidays,Over time allowance
- Festival Bonus: 2
- This is a permanent position. Salary according to level five (05) of the internal MSF salary grid (BDT 68,500 Gross). Salary is not negotiable. Income tax deduction from salary based on current income tax rule. 2 annual leave days per month worked. Medical insurance for employee and direct dependents based on Health Care Policy- Locally Recruited Staff.
- There are no provisions for relocation.

Employment Status

Full Time

Job Location

Cox`s Bazar (Ukhia)

Job Highlights

- Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to MSF standards and protocols to have the material, infrastructure and cars in optimal running conditions

Read Before Apply

Apply Online:

Please submit your application online at the link below by 30/11/2026

Kobo Link: https://ee.msf.org/single/xWsVQU7I

Important Notes

• Only shortlisted candidates will be contacted.

• Only online applications are being considered for the recruitment process.

• Only Bangladeshi citizens will be considered for this position.

• No monetary, goods or service offers, nor favoritism, will be tolerated in a recruitment process. Any illicit solicitations can be reported to the justice system. MSF reserves the right to refuse any candidate having benefited from such acts and will stop collaboration with any workers involved in such acts.

• Médecins Sans Frontières is an equal opportunity employer and encourages diversity, equity and inclusion

Apply Procedure

Apply URL:

http://Kobo Link: https://ee.msf.org/single/xWsVQU7I

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