JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	Storekeeper
Employer	Médecins Sans Frontières - Belgium
Duty Station	Latakia
Deadline for applications	14th November 2026
Contract status	6 months, possibility of renewal
Type of Contract:	Service Agreement, Full time
Start Date	ASAP

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بلا حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

Check the links:

Médecins Sans Frontières أطباء بلا حدود

Médecins Sans Frontières T-shirt أطباء بلا حدود - موظفي

Main Objective of the position:

Executing the stock management activities (receipt, storage, and issuance to projects or other departments of medical supplies, food items, spare parts, tools, equipment and/ or other logistics materials), according to the line manager's instructions and MSF standards and protocols, in order to ensure the overall functioning of MSF activities

Accountabilities:

- Supervising materials and goods orders and dispatch in order to ensure its rational use.
- Receiving orders and deliveries, identifying and reporting potential discrepancies against cargo manifest or others. Stores materials in accordance with the system in force in order to ensure continuous availability.
- Updating and/or creating stock cards for all stock items immediately after reception of goods. Checking the received cold boxes and controlling the cold chain-monitoring card
- Storing materials in accordance with the system in force in order to ensure continuous availability ensuring that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Monitoring the store temperature and ensuring Cold Chain items are stored in an adequate temperature. Keeping special control of "sensitive" goods: numbers of lots, expiry dates, packaging and special storage conditions
- Preparing orders on time before sending goods, and packs (according to transport means) weighs and labels freight with corresponding shipping number, destination, number of shipping units, waybill number, weight and mode of transport in accordance with the line manager's instructions
- In conjunction with the line manager, performing physical stock counts in accordance with the frequency previously defined. Following up stock levels with regards to alarms thresholds, stock out and expiry dates.
- Controlling warehouse limited access to authorized personnel and ensuring doors and other exits are secured. Immediately informing the line manager of any problems arising in the course of the work, particularly with regard to damage, loss, attempted break-ins or theft in the warehouse
- Assisting the line manager with preparation of the stock reports

MSF Context Specific Accountabilities:

- Performing any other tasks as assigned by the supervisor, in line with the needs of the mission
- Ensure proper labelling, storage, and categorization of goods in the warehouse or storage area.
- Ensure that the storage area is clean, organized, and free from hazards, Follow safety regulations and best practices

- when handling equipment, materials, and chemicals.
- Implement stock rotation procedures to minimize product expiration or obsolescence.
- Ensure that medical and non-medical items are stored safely and in accordance with regulatory guidelines.
- Organize inventory in a manner that promotes easy access and efficient stock rotation (FIFO or LIFO method).

Data Management:

- Ensure data encoded in Unifield is correct and regularly updated as per the activity, especially related to receptions, deliveries, stock level.
- Use the same mindset for any other data reported (temperature, stock cards, waybills …)

Requirements:

Education: - Literacy essential,
- Desirable secondary education and warehouse management related studies

Experience: Previous experience as storekeeper essential

Languages: Arabic language essential. English language desirable.

Knowledge/skills: Essential basic mathematics and use of measuring equipment
Desirable computer literacy (word, excel)
Desirable ability to do basic repairs

Competencies:

- Results and Quality Orientation **L2**
- Teamwork and Cooperation **L2**
- Behavioural Flexibility **L2**
- Commitment to MSF Principles **L2**
- Stress Management **L3**

Application process:

To apply for this position, please **Click** on the below link and fill in the application form In **English Language**.
Please keep in mind that applicants must use a personal Gmail Account to be able to complete the application form.

https://forms.gle/QEnzaf8zqtwJKp4b7

Before submitting the application, make sure to enter all the required data and upload your CV, education and work experience certificates in the dedicated spaces. Submitting is allowed for one time only.

DEADLINE: Completed applications must be received by the **14th of November 2026**.

CV document must be in **English language**.
Only short-listed candidates will be contacted.
Only submitted CVs through the application will be considered.
Preferable Candidates should ideally be based in Latakia, or Latakia governorate and are able to commute on short notice to the work location.

Female applicants are highly encouraged to apply.
We are an equal opportunity employer; we do not charge a fee for any applications received.