

JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	Driver
Employer	Médecins Sans Frontières - Belgium
Duty Station	Aleppo
Deadline for applications	18 December 2025
Contract status	6 Months Service Agreement
Type of contract	Full time
Start Date	As Soon as possible

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:

Performing the tasks of transporting authorized goods and passengers in an **MSF** vehicle, ensuring its technical and safety conditions and respecting the country's traffic rules and **MSF** security rules, in order to provide a safe, smooth and efficient service

Accountabilities :

- Checking daily, the technical conditions of the assigned vehicle (state of the tires, oil, fuel, brakes, radio equipment, spare parts, etc.), performing weekly check according to the **MSF** Logbook, refilling it when necessary, and keeping it clean to ensure it can be driven in perfect conditions. Carrying out a hand over if another uses the vehicle
- Ensuring the security of passengers in the vehicle, driving carefully, observing speed limits and traffic rules in the country as well as **MSF** security rules, in order to avoid car accidents.
- Ensuring all passengers have all necessary papers in order before travelling, and ensuring non **MSF** staff sign disclaimers of responsibility before using the vehicle
- Ensuring correct loading and unloading of the vehicle, submitting the documents to the receiver of the goods, checking the status of delivered goods, returning the duly completed documents to Logistics and ensuring that the goods have the necessary documents

- Ensuring that all vehicle documents and the driver's driving license are valid and in the vehicle.
- Informing the line manager of any incident involving the transportation of passengers and/or goods.
- Knowing how to use all types of radios, codes, call numbers and radio alphabets by heart and communicating with base according to **MSF** communications policy to inform the driver's position and any potential implications.
- Knowing and respecting the security rules related to vehicle movements, specifically those related to customs, checkpoints and roadblocks. Ensuring all passengers know and respect the security rules
- Daily and weekly inspection of the vehicles based on the standards. To check proper condition and filling up the forms, movement follow-up, use of Logbook MSF, recording on time the Fuel refill for timely monitoring and consumption.
- Perform the cleaning of the vehicles and basic maintenance plus ensuring all the tools are intact, first aid kit are inside before handover to another driver.
- Provide support in Loading and unloading of items to be carried in any locations/activity.
- Remind passengers on the safety procedures and ensuring all are onboard before leaving. Follow and respect speed limit of the local traffic rules and applying MSF security rules to avoid any accidents.
- Ensuring to have all updated license IDs, permits and insurance inside the vehicle. To use the form discharge of liability for MSF, if non-msf staff will be on-board, making sure it is validated.
- Respecting the limit capacity load of the vehicle for passenger plus goods to carry. To use forms for freight manifest or waybill if carrying goods to transfer.
- Report on time to line manager any irregularities related to vehicle condition and any incident happened with the transportation of passenger and goods.
- Follow communication protocols for the movement and using different communication means, code to report on time and observe any implications, share challenges experienced to line manager.
- Respect and abide security rules related to customs and checkpoints, roadblocks. Make sure to have a briefing before moving and follow security protocols all the time.
- Ensuring that all passengers are safe and respecting the security rules while moving and being in another location. Attend the how to react training and applying if necessary.
- Follow and respect Internal rules and regulations of MSF and roster shift schedule set by the line manager
- Available and perform any tasks assigned by the line manager relevant to the needs of the project.

Requirements:

Education	<ul style="list-style-type: none"> • Essential literacy and driving license. Good knowledge of country roads.
Experience	<ul style="list-style-type: none"> • Essential 2 years minimum of previous driving experience • Desirable experience with specific vehicles to use (4x4, land cruiser) • Desirable in MSF or other NGOs
Languages :	<ul style="list-style-type: none"> • Mission Language and local language essential.
Knowledge :	<ul style="list-style-type: none"> • Desirable knowledge of basic mechanics and troubleshooting • Good knowledge of mission area roads, New Aleppo

Application process:

Interested applicants should fill in the application: [Application From Driver Aleppo North West Syria - طلب - شمال غرب سوريا - توظيف سائق حلب](#) **Fill out form**

And send their CV in the application.

Deadline for applications: 31 Dec 2025.

Only short-listed candidates will be contacted.

Preferable Candidates should ideally be based in Aleppo/Idlib, or able to commute on short notice to the work location.

Only submitted CVs through the application will be considered.

We are an equal opportunity employer; we do not charge a fee for any applications received.