

Job Announcement (Internally and Externally)

LOGISTICS COORDINATOR ASSISTANT

Based in Damascus

MSF is committed to promoting diversity and gender balance within its staff, and for that reason, female candidates are strongly encouraged to apply for this position.

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people 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.

MSF SPAIN is advertising for the following position: **LOGISTICS COORDINATOR ASSISTANT– Full Time.**

Requirements for the position	
Education:	Essential secondary education plus further training
Experience:	- Essential two years of previous experience in similar jobs - Desirable with MSF or other NGOs, in developing countries
Languages:	- English language is essential. - Arabic language is desirable.
Others:	Essential computer literacy (word, excel and internet).
Main responsibilities	
Place of work:	Damascus
Level:	7
Contract of Employment	Service Agreement for 1 month, renewable.
Main objectives	Assisting the Logistics Coordinator in specific activities and assuming some delegated tasks, according to his/her instructions and MSF standards and protocols, in order to ensure a proper logistics management in the capital and providing support to logistic activities in the projects
Main responsibilities and tasks	Accountabilities - Planning and supervising the logistics within the coordination base (repairs, equipment maintenance, stock management, cleanliness...), in order to ensure the best operational working conditions in the capital. - Supporting the Logistics Coordinator in organizing the ordering and transport of goods to the different projects, in order to comply with their needs in terms of quality and timelines - Organizing and supervising the fleet of vehicles in the coordination base (driver's schedules, vehicles maintenance, vehicles registration and insurance, fuel consumptions, etc.), in order to ensure coping with the transportation and movement needs. - Assisting the Logistics Coordinator with the checkup and supervision of the proper functioning of the computers and other communication and IT equipment, in order to ensure a continuous and appropriate flow of information and communication. - Ensuring repair and maintenance of generators and power back-up systems as well as cold chain equipment, water pumps and other technical equipment used or stocked in capital and informing the Logistic Coordinator in case of any further needs concerning technical equipment, in order to have everything running adequately - Supporting the LogCo in the planning and ensuring an appropriate emergency preparedness and response capacity (stocks, contacts, transport means, staff training), and participating in any emergency activity or exploratory visit, in order to ensure giving appropriate assistance to the population. Informing the Logistics Coordinator in case of any major issue and draws-up all required reporting, in order to keep updated and reliable information that will ease decision-making Context Specific Accountabilities - Assist in organizing the movement and rotation of international and national staff, ensuring coordination with field teams to facilitate safe and efficient travel. - Manage travel documentation in coordination with HR and with the support of the Head of Mission

	(HoM), ensuring compliance with applicable regulations and procedures. • Monitor and track energy consumption across offices, staff accommodations, and warehouse facilities. • Ensure compliance with organizational sustainability policies and promote initiatives to improve operational efficiency. • Identify opportunities for cost savings and support the implementation of renewable and energy-efficient solutions. • Integrate safety and security considerations into all logistics planning, monitor operational risks, and contribute to staff safety and protection measures. • Negotiate with suppliers and service providers to achieve cost-effective solutions for travel, construction, accommodation, and relocation services. • Ensure timely provision of housing, transportation, and other logistical support services for staff and operational needs. • Support the Logistics Coordinator in preparing reports, situation reports (SITREPs), logistics updates, and other operational reporting requirements.
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HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and Education certificate through this link:

<https://forms.gle/FsufhSaL6ZfmmmtSe6>



Only shortlisted candidates will be contacted through their email address.

Closing date: 22 September 2026

Important notes:

- Please note that only CVs submitted in English will be considered during the screening process. We regret that CVs submitted in other languages cannot be accepted, in order to ensure consistency in the review process.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.