

Job Vacancy Announcement (External+ Internal)

Deputy Project Coordinator

CONTEXT

Médecins Sans Frontières (MSF) is a private, non-profit international medical humanitarian organization dedicated to providing medical assistance to populations in crisis, without discrimination and regardless of race, religion, creed or political affiliation. **To support our operations across Syria, Deir ez-Zor project, we are currently looking for the following position:**

Deputy Project Coordinator

Job Family	Operations
Work place	<u>Deirezzor and Al Bukamal</u>
Level	12- (Gross monthly salary 2700 USD, subject to income tax and social security deductions)
Contract of Employment	<u>Service Agreement</u>
Employer	<u>MSF OCA</u>

Job Purpose:

The Project Coordinator (PC) delegates ad hoc some responsibilities to the Deputy Project Coordinator according to objective criteria taking into consideration sustainability in the treatment of the different dossiers. In general terms, the Deputy Project Coordinator will assist the PC in planning project's objectives and priorities, by identifying the population's health needs, analyzing the context, risks and constraints, and by calculating human and financial resources needed. He/she will contribute to the supervision, monitoring and follow-up together with the PC of all aspects of the projects in order to ensure its efficient and smooth functioning. He/she will replace the Project Coordinator in his/her absence.

Generic Job Accountabilities

- Contribute to the analysis of the political, humanitarian, economic and social context in project area in order ensure that MSF's charter, policies and image are respected with regards to national employees, populations, authorities and partners.
- Contributes to the planning, supervision, monitoring and follow-up, together with the PC, of all aspects of the projects, according to the project plan, MSF operational policy and main strategic lines.
- Participate in the security management in the project, updating the security guidelines.
- Upon request of the PC, represents MSF within the project limits (local authorities, media, governmental and non-governmental bodies, etc.) and negotiates collaboration agreements. Legal representation is not delegable unless legally backed up (powers of attorney, etc.)
- Support the PC in planning and organizing project's human resources, participate in their day-to-day management, in the induction of new staff, undertake evaluation of staff under his/her direct supervision and define training needs accordingly.
- Participate in exploratory missions according to the PC's indications, in order to better comprehend context, priorities, constraints and population needs.

Deir Ez-Zor Project currently has activities across 2 locations. The main project base is situated in Deir Ez-Zor city, with a second project site in Al Bukamal, 2 ½ hours away by car from Deir ez-Zor.

Al Bukamal is a small city with an estimated pre-war population of 270,000 for the district and 70,000 for the city itself although likely less now. It is a very conservative society, situated on the Iraq border and along the main trade/smuggling route between Baghdad and Beirut.

***We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.***

Feb 2026

MSF has been operating in Deir ez-Zor since February 2025 and in Al Bukamal since May 2025. In June 2026 in Al Bukamal, MSF completed rehabilitation of a previous polyclinic building and opened a Comprehensive Emergency Obstetric and Neonatal Care (CEmONC) facility, Al Bukamal Maternity Hospital (BMH). As well as CEmONC services, the hospital has an outpatient department providing antenatal and postnatal consultations, family planning, safe abortion care and care for survivors of sexual and gender-based violence.

With the Project Coordinator divided between the two project locations and overseeing all activities, the Deputy PC is primarily based in Al Bukamal and acts as the security focal point and PC delegate for all engagement, resource management and security management as delegated by the PC.

Responsibilities of Deputy Project Coordinator include:

- Acts as security focal point for Al Bukamal sub-base and maternity hospital and responsible for day-to-day security management including context monitoring, movement management, briefings to new arrivals, and engagement with authorities, community members, and security actors in Al Bukamal.
- Supervision of the execution of all project activities in Al Bukamal as agreed in the Annual Plan and coordination between the departments based in Al Bukamal and Deir Ez-Zor to ensure timely execution of activities in Al Bukamal.
- Responsible for the financial administration of activities for Al Bukamal as agreed in the project budget. Approaches PC for validation of further budget or resources as necessary.
- Participates in strengthening strategies for community engagement with PC and MTL
- Ensures adherence to HR and finance processes and policies in Al Bukamal
- Ensuring monthly reporting on all Al Bukamal activities (SitRep)
- Supervises PC assistant, who is responsible for day-to-day incident monitoring and reporting

Due to the above mentioned tasks and the complex nature of Al Bukamal, a high-performing candidate with substantial resource management and applied security background, and ready to take on a PC role in an isolated setting, is essential.

Fixed Requirements :

Education	• Preferably a medical or paramedical qualification or university-level studies.
Experience	• Essential previous experience of at least two years required in the field of humanitarian aid with MSF or other NGOs. • Essential working experience in developing countries.
Languages	• Essential mission working language and good command of English
Knowledge	• Essential computer literacy (word, excel and internet)

Additional (Flexible) Requirements

Education	• Preferably university level studies
Experience	• MSF experience desirable, management experience essential
Languages	• Mission language essential, Arabic desirable (essential if non-Arabic-speaking PC).
Knowledge	• Essential computer literacy (word, excel and internet)

How to apply:

Important to follow, otherwise the application will not be considered."

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- Apply by filling in the required information and attaching your motivation letter, updated CV, and the most relevant diploma for the position via the link or by scanning the QR code provided below:

<https://forms.cloud.microsoft/e/MbBxvq6EFN?origin=lprLink>



No later than: 04/10/2026 - 5 :00 PM

- If any of the required documents are missing, the application will not be considered
 - if any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.
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- MSF OCA colleagues from North East Syria are highly encouraged to apply.
 - Successful candidates from MSF OCA North East Syria will keep the seniority and loyalty they have acquired from their previous contract.

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