

MSF Switzerland (MSF-CH)

JOB VACANCY – RADIO OPERATOR

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** Radio Operator
- **Location:** Damascus, Syria

Scope of responsibilities:

Operate VHF and HF radios according to MSF security protocols to ensure safe, reliable, and confidential communication for mission and project needs.

Main tasks:

- Operate HF and VHF radios while avoiding any sensitive or security-related content, following MSF security rules.
- Ensure radio frequencies (HF and VHF) are working well, and transmission quality is strong. Install and program frequencies when needed.
- Ensure messages are clearly sent and received by all relevant people, record them in the radio logbook, and forward messages from approved organizations.
- Maintain regular radio contact with base locations (capital and/or field), sharing information to ensure team safety, and report to the Project/Capital Coordinator.
- Monitor and record all movement of people, vehicles, helicopters, planes, and cargo (departure, arrival, number of passengers, routes, contact points, etc.) in the logbook.
- Supervise and monitor the use of VHF radios (handsets), track delays, and register handset loans to staff, following up regularly.
- Install and check radio equipment to ensure it's working properly. Report any damage, loss, or theft to the line manager.
- Keep the radio equipment, communication room, and HF/VHF batteries clean, safe, and well-maintained.
- Provide basic radio training to MSF staff when needed.
- Follow up on vehicle and staff movement between cities.
- Regularly test communication and tracking equipment.
- Carry out any other tasks assigned by the direct supervisor.

Recruitment criteria

Education:

- Secondary education is essential, a higher education is desirable.

Experience:

- Minimum of 2 years' experience as radio operator is essential.
- Previous experience with MSF or another NGO is desirable.

Languages:

- Good written and spoken English and Arabic languages essential.

Competencies:

- Basic knowledge on mathematics, mechanical, electronic principles
- Proficient in using HF and VHF radios
- Understanding of frequency allocation and signal propagation
- Troubleshooting and maintenance of radio equipment
- Basic knowledge of IT and Networking
- Clear and concise communication, along with good listening skills
- Commitment to MSF Principles
- Behavioral Flexibility
- Stress Management
- Results and Quality Orientation
- Teamwork and Cooperation

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone.

The deadline is no later than 31/08/2025.

<https://forms.gle/z67XZ6wkeNbuSnnn6>

Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of *the most suitable candidate*. *Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.*

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.