External job vacancy

BASE FACILITIES OFFICER

MSF provides medical assistance to populations facing life-threatening crises: primarily in the event of armed conflicts, epidemics, pandemics, natural disasters and exclusion from healthcare. The care provided is of high quality and free of charge.

MSF Switzerland aims to achieve gender parity in its efforts towards equity, diversity and inclusion (EDI). ***Applications from women are strongly encouraged.***

It is strictly forbidden to demand or offer anything (sexual favours, goods or money) in return for a job opportunity.

If you are approached by a member of staff asking for money or favours, please contact the Human Resources department where the recruitment is taking place or report the situation by email to: MSFCH-Syria-HRCo@geneva.msf.org

1. Type of vacancy

☒Full-time position ☐Part-time position ☐ Reserve pool

Number of vacancies: **1** **Application deadline: 10th of November 2026**

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2. Job details

→ Project: **SY140**
→ Location: **HOMS**
→ Mobility: **NONE**
→ Contract type: **Service Agreement**
→ Monthly hours**: 208 hours**
→ **Duration : permanent position the successful candidate will be contracted with a service agreement on monthly basis then offered an employment contract once the process of registration is completed.**
→ Level: **5**
→ Department: **Logistics**
→ Line manager: **Logistic Team Leader**
→ Supervises: **6 drivers**

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3. Project background

☐ Armed conflict(s) ☐ Natural disaster ☒Exclusion from healthcare
☐ Epidemic/pandemic ☐ Displaced population

→ Project start year: **2025**
→ Project type: **STABLE**
→ Comments: All applicants must be able to work with vulnerable populations. MSF staff must demonstrate respectful and exemplary behaviour.

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4. Main responsibilities of the post

- Planning vehicles movements
- Checking and ensuring the maintenance of MSF premises and facilities
- Tracking consumption of supplies, fuel, lubricants, used in different facilities
- Follow up with the contractors working in the facilities and ensure day-to-day facilities

infrastructure problem-solving.
- Preparing orders for his sector activity and prepare and manage drivers' duty rosters
- Carrying out local purchases
- Prepare Travel Security Forms (TSFs)
- Support the LTL in implementing and monitoring applicable security measures at project level
- Report security or safety gaps requiring managerial attention and follow up on agreed corrective measures.
- Monitor the implementation of planned movements and promptly escalate delays

Please note that the responsibilities listed above are not exhaustive. *The Job Description, which includes all responsibilities associated with this role, will be made available to and signed by the successful candidate(s) for the role*.

5. Selection criteria

Education and Qualifications

- Essential:
  - Minimum 2 years technical institute diploma
  - Knowledge of the mission language: English on the level of at least B1, ideally B2

- Desirable:
  - Radio equipment user-knowledge
  - Technical and IT knowledge and experience supported by valid certificates

Experience

- Essential:
  - Team supervision experience
- Desirable:
  - Experience with other NGOs/INGOs

Required qualities

- Stress management L2, flexibility L1, results-oriented and quality-conscious L1, teamwork and cooperation L1, strong commitment to MSF's principles and values L1, service orientation L1.

6. Documents to be provided

1. **Cover letter written in English** clearly indicating SURNAME, NAME_COVER LETTER
2. **Curriculum Vitae written in English**: **maximum 2 pages**, clearly indicating SURNAME, NAME_CV
3. Copies of the degree for the post or your highest degree.
4. Copy of training certificates **relevant to the position.**
5. Copies of employment certificates **relevant to the position.**

Any application that is incomplete and/or does not meet the criteria will be rejected. In the event that no candidate meets the criteria required for the post, MSF reserves the right not to shortlist anyone.

If the applicant cannot read or write, please consult the project's HR Administrator.

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7. Submission of applications

- Electronic application: Please send the required documents in **PDF format through this application form or via QR code below:**

MSF OCG does not reimburse any travel expenses incurred by candidates during the recruitment process.

If you have any questions regarding this role or the recruitment process, please contact us MSFCH-Syria-HRCo@geneva.msf.org

We would like to thank all applicants for their interest in this role and in joining or developing their career within the MSF team.

Carolina Liechtenstein
Human Resources Coordinator
MSF OCG in Syria