

Head of Mission Support

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

Work location: Damascus

Start Date: 01/11/2026

Application deadline: 06/10/2026

Candidates are encouraged to apply early, as screening might start earlier than the deadline if there's a sufficient number of strong applications.

2. Job details

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| → Project: SY101 Coordination | → Level: 9 |
| → Location: Damascus | → Department: Operations |
| → Contract type: Fixed Service agreement, 3 months renewable. | → Line manager: Head of Mission |

3. Main responsibilities of the post

Main tasks:

Context and representation:

- Support the HoM in analyzing and sharing political, security, and humanitarian context information with the coordination team.
- Promote and protect MSF's image externally, advising on cultural appropriateness of activities and behaviors.
- Represent MSF or accompany the HoM in meetings with authorities, NGOs, UN agencies, and other stakeholders; prepare full reports of such meetings.
- Maintain up-to-date records of contacts across authorities, NGOs, UN bodies, and other actors.
- Build and maintain relations with key stakeholders, including sectarian actors and tribal communities.

Administrative and regulatory follow-up:

- Support the HoM in following up on national-level administrative dossiers such as MSF registration, taxation, permits, social security, immigration matters, and national protocols.
- Ensure compliance with relevant regulatory frameworks, while operational departments handle daily implementation.

Security support:

- Assist in analyzing risks and security levels, contributing to risk assessments and security plans.
- Advise the HoM and Project Coordinators on security management.
- Keep security tools (such as logbooks and Geomap) regularly updated.

Information and communication management:

External Job Vacancy – MSF Switzerland

- Guide the mission team in managing essential information and records according to MSF policies.
 - Translate sensitive documents, act as interpreter, and draft letters, reports, memos, or official correspondences as needed.
 - Monitor correspondences in the absence of the HoM.
 - Prepare and deliver country context briefings for incoming international and relocated staff.
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4. Selection criteria

Education and Qualifications

- Essential:
 - Degree in: bachelor's degree in relevant studies.
 - Language: English (B2 minimum), Arabic.

Experience

- Experience in humanitarian aid preferably within MSF. Essential strong understanding of the workings of the different administrations of the country
- Experience working in political, security and humanitarian issues in the country

Knowledge

- Good analytical skills, at ease with figures and economics data
 - Excellent communication and diplomatic skills, including writing skills
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5. Documents to be provided

1. Cover letter clearly indicating SURNAME, NAME_COVER LETTER
2. Curriculum Vitae: **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.

6. Submission of applications

- Electronic application: Please upload the required documents in PDF format using google forms via link : <https://forms.gle/zHQPr1EzPQXyuhuD9>



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.recruiter@gmail.com

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