

## JOB VACANCY ANNOUNCEMENT– MSF-BELGIUM.

<b>Job Title:</b>	<b>Training Officer</b>
<b>Employer:</b>	Médecins Sans Frontières - Belgium
<b>Duty Station:</b>	<b>Aleppo</b>
<b>Contract status:</b>	Service Agreement for 6 months, renewable
<b>Type of contract:</b>	Full time
<b>Start Date:</b>	As soon as possible

### Introduction about MSF:

Médecins Sans Frontières (**MSF**) / أطباء بلا حدود is an international, independent, medical humanitarian organization.

that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care, and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

*Check the links:*

[Médecins Sans Frontières أطباء بلا حدود](#)

[Médecins Sans Frontières T-shirt أطباء بلا حدود - موظفي](#)

### Main Objective of the position:

Support in organizing and implementing the training activities and applying related tools within the mission according to **MSF's** standards and procedures in order to improve people's capabilities in effectively achieving the mission's goals.



## **Accountabilities:**

- Organize and coordinate the logistics and administrative activities needed for learning activities such as distribution materials, equipment requests, transport arrangements, obtaining the material approval of other partners, etc.
- Participate in creation of any training material developed by the departments, including translating documents into local language; perform initial editing and proofreading and keeping the training materials available.
- Gather information on the learning activities (with pre-post-test evaluations, feedback from participants), and report problems, success and constraints.
- Prepare and gather documents for the selection process of participants.
- Support his/her supervisor in performing training needs assessments, determining appropriate content and target groups for training, ensuring the continued improvements and preparing a calendar of trainings to ensure the coverage of the training needs and maintain high standards of quality.
- Assist the Facilitator/Trainer in delivering training courses and may deliver training course himself/herself when required.
- Carry out supply management (orders, follow-up of the stock, storage conditions, inventories, consumption, etc.) in his or her department, in order to satisfy the needs of material with efficiency and effectiveness.

## **MSF Section/Context Specific Accountabilities:**

- Support in creating or reviewing training content, ensuring materials are accurate, relevant, and aligned with operational needs and learning objectives.
- Updating Training Trackers and reports: Maintains and regularly updates training records, including attendance, completion status, and evaluation results.
- Follow-up Training Encoding: Ensures all training courses are properly recorded in HR systems in coordination with the HR Assistant, confirming accuracy and completeness of data.
- Organizing Planned Trainings: Coordinates all logistical and administrative aspects of trainings, including scheduling, venue preparation, participant communication, and materials.
- Mandatory courses Registration (Newcomers): Ensures new staff are registered and complete mandatory online courses, with proper tracking and follow-up.
- Co-Facilitation of Trainings: Supports the L&D Specialist in delivering training sessions and facilitating activities when required.
- Mapping Training Centers & Providers: Identifies, evaluates, and maintains an updated list of external training centers and service providers to support learning activities.

### **Education**

- Administration, Teaching or Communication related Diploma studies are desirable.

### **Experience**

- Essential Working experience of at least 2 years in a relevant position



- Desirable previous working experience in MSF or other NGO in developing countries.
- Desirable Training of trainer's certificate (TOT).

**Language**

- Essential English & Arabic.

**DEADLINE FOR SUBMITTING THE APPLICATIONS: 11<sup>th</sup> July 2026 4:30 PM.**

***We are an equal opportunity employer; we do not charge a fee for any applications received.***

***Qualified Female applicants are highly encouraged to apply.***

**Application process:**

The interested applicants should submit their applications in English Language, with the CV, motivation letter, including references details and with supporting documents (certificates, diplomas etc.) to Médecins Sans Frontières, People and Workforce department via the link below.

In order to apply for this position, please click on this [Link](#). **Please keep in mind that applicants must use a personal Gmail Account in order to be able to complete the application form.**



***Only short-listed candidates will be contacted.***