

JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	Maintenance Agent
Employer	Médecins Sans Frontières - Belgium
Duty Station	Damascus
Deadline for applications	12 th August 2025
Contract status	Service Agreement for 3 months,
Type of contract	Full time
Start Date	September 2025

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بل 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 بل حدود](#)

[Médecins Sans Frontières T-shirt قف أطباء بل حدود - م](#)

Main Objective of the position:

Perform repair / maintenance / construction works, according to the supervisor's instructions and **MSF** standards, in order to ensure proper operations and prevent faults / deterioration of **MSF** equipment / installations / infrastructures.

Accountabilities:

- Carry out all minor works (construction, repairs, etc.) requested by the line manager, as well as any task identified by the employee and approved by the line manager.
- Perform regular maintenance of **MSF** installations / equipment / infrastructures (base, house, store, warehouse, health centre, hospital, etc.), particularly in line with a preventive maintenance plan (procedures to follow, schedule, etc.).
- In the event of faults / deterioration, diagnose the problem and propose possible solutions to the line manager and/or technical adviser.



- Perform any necessary tests / checks to confirm the proper operation of the installation or equipment after repair.
- Ensure effective management, protection and care of work tools (including site installations under the employee's supervision) and keep the workshop tidy.
- Ensure that there are adequate stocks of consumables and materials for minor repairs and manage those stocks; placing orders in time.
- Keep all documents related to installations / equipment / infrastructures in order and update them regularly.
- Immediately inform the line manager of any problems that arise in the course of the work, particularly with regard to damage, loss, theft or attempted break-ins.

Assist logistics department for any related work needed.

MSF Section/Context Specific Accountabilities:

- Follow up on the preventive maintenance calendar of the equipments;
- Keep the track for "Job requests" and perform maintenance and repairs as needed;
- Follow up on the refilling/consumption/back up provision, water supply, drinking water & gas bottles in facilities;
- Perform the maintenance of heating system and follow up on the diesel supply for the heaters;
- Follow up the preventive maintenance and cleaning of solar panels in facilities according to the guidelines
- follow on the monthly bills/invoices for energy and telephone for all facilities;

Education	<ul style="list-style-type: none">• Literacy essential.
Experience	<ul style="list-style-type: none">• Previous experience desirable
Languages	Arabic and English are essential.
Knowledge	Essential ability to do basic repairs MS Office (Word, Excel, Powerpoint) skills, essential
Competencies	<ul style="list-style-type: none">• People Management• Commitment• Flexibility• Results• Teamwork



DEADLINE FOR SUBMITTING THE APPLICATION: 12th August 2025.

Application process:

In order to apply for this position please send your application via following email (msfocb-syria-jobs@msf.org), Write the Subject Line **Maintenance Agent**. Please sent us your **CV, together with a motivation letter and all relevant work and education certificates**, without supporting documents the application will be not accepted.

Only Shortlisted Candidates will be contacted.

MSF has the right to extend or shorten the vacancy announcement.

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