

JOB VACANCY ANNOUNCEMENT- MSF OCB – DAMASCUS

Job Title	STOREKEEPER – Readvertised
Employer	Médecins Sans Frontières - Belgium
Duty Station	Damascus
Deadline for applications	20 th November 2025
Contract status	Service Agreement for 3 months, Possibility of Renewal
Type of contract	Full time
Start Date	As soon as possible

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 م - قف أطباء بل حدود](#)

Main Objective of the position:

Executing the stock management activities (receipt, storage, and issuance to projects or other departments of medical supplies, food items, spare parts, tools, equipment and/ or other logistics materials), according to the line manager's instructions and MSF standards and protocols, in order to ensure the overall functioning of MSF activities.

Accountabilities:

- Supervising materials and goods orders and dispatch in order to ensure its rational use.
- Receiving orders and deliveries, identifying and reporting potential discrepancies against cargo manifest or others. Stores materials in accordance with the system in force in order to ensure continuous availability.
- Updating and/or creating stock cards for all stock items immediately after reception of goods. Checking the received cold boxes and controlling the cold chain-monitoring card
- Storing materials in accordance with the system in force in order to ensure continuous availability ensuring that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Monitoring the store temperature and ensuring Cold Chain items are stored in an adequate temperature. Keeping a special control of “sensitive” goods: numbers of lots, expiry dates, packaging and special storage conditions
- Preparing orders on time before sending goods, and packs (according to transport means) weighs and labels freight with corresponding shipping number, destination, number of shipping units, waybill number, weight and mode of transport in accordance with the line manager’s instructions
In conjunction with the line manager, performing physical stock counts in accordance with the frequency previously defined. Following up stock levels with regards to alarms thresholds, stock out and expiry dates.
- Controlling warehouse limited access to authorized personnel and ensuring doors and other exits are secured. Immediately informing the line manager of any problems arising in the course of the work, particularly with regard to damage, loss, attempted break-ins or theft in the warehouse
- Assisting the line manager with preparation of the stock reports.

MSF Section/Context Specific Accountabilities:

- Ensure proper labelling, storage, and categorization of goods in the warehouse or storage area.
- Ensure that the storage area is clean, organized, and free from hazards, Follow safety regulations and best practices when handling equipment, materials, and chemicals.
- Implement stock rotation procedures to minimize product expiration or obsolescence.
- Ensure that medical and non-medical items are stored safely and in accordance with regulatory guidelines.
- Organize inventory in a manner that promotes easy access and efficient stock rotation (FIFO or LIFO method).

Requirements:

Education	Literacy essential Desirable secondary education and warehouse management related studies
Experience	Previous experience as storekeeper essential . Forklift experience preferable.
Languages	Mission language “English “desirable, local language essential .
Knowledge	Computer literacy desirable

Application process:

To apply for this position, please submit your application in English through the following email address below.

msfocb-syria-jobs@msf.org.

Write the Subject Line **STOREKEEPER**, Damascus

Please submit your CV in English, together with a motivation letter and all relevant work and education certificates. **Without supporting documents, the application will be not accepted.**

DEADLINE FOR SUBMITTING THE APPLICATION: 20th November 2025!!!

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