

**Job Vacancy Announcement**  
(Internally and Externally)

**Supply Chain Officer – MSF Netherlands**

**Médecins Sans Frontières (MSF)** is an international, independent, medical humanitarian organization that delivers emergency aid to people 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.

<b>Job Family</b>	Logistics and Supply
<b>Place of Work</b>	Damascus, Syria
<b>Level</b>	Level 7 (Gross salary 1301 USD before income taxation and social security deductions)
<b>Contract of Employment</b>	Service Agreement for 3 months, Renewable

**Objectives of the position:**

**Organizing and supervising the daily supply chain activities and the teams associated, in the coordination or project level, according to MSF protocols and standards in order to ensure the optimal running of the mission**

- Supervising and organizing the daily activities of the Supply Chain team, specifically warehouse, and ensuring they perform the tasks linked to their role
- Being responsible for the order, purchase, stock and freight management in the coordination or in the project level, monitoring and ensuring an efficient implementation of the overall daily supply chain activities
- Monitoring and ensuring a smooth running supply administration and the respect of the implemented supply procedures, proposing adjustments where needed.
- Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data
- Communicating with customers, keeping them up to date concerning their orders status (BO confirmation) and prioritizing procurement and transport according to their needs
- Collecting claims from the field, analysing causes and making corrective actions.
- In collaboration with the Supply Supervisor (if any) and in coordination with the HR department, supervising the associated processes (recruitment, training/induction, briefing/debriefing, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Informing the Logistics / Supply Manager in case of any major issue and draws-up all required reporting, in order to keep updated and reliable information that will help in decision-making
- Performing any other tasks within the scope of his role, as directed by supervision and according to the needs of the mission

**MSF Section/Context Specific Accountabilities**

- Managing warehouse team, making stocks reports, Focal point for communication related to stock with coordination and projects teams.

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

- Making sure,MSR,TSR and all unifold stock reporting are generated and shared with concerned people and departments.
- Working with procurement team and learning procurment process and unifold procuremnet section and support team once required.
- Act a a gap filling for supply chain officer for procurment by leaning all MSF tools and templates.
- Supporting Projects teams and act as gap filling if required for MSF projects in the field.
- Conducting spot checks in the warehouse and making sure all records are perfectly maintained in physical files and in the Log Admin kit.
- Building the capacity of warehouse tema in stock management and reporting and making sure to train warehouse staff so that they can gap fill his/her position in absence.
- Any task assigned by supervisor other than Job description for MSF work.

#### **Requirements**

<b>Education</b>	Essential degree and specialization in Logistics/Supply Chain
<b>Experience</b>	Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits)
<b>Language</b>	Mission language essential. Local language essential
<b>Knowledge</b>	Essential computer literacy (word, excel, internet)

#### **How to apply:**

***“Important to scan the QR code or click the link below and fill the form for your application to be considered.”***



<https://forms.office.com/e/mHZN5DpUPS>

**Only shortlisted candidates will be contacted through their email address.**

Opening Date: 30/9/2025

Deadline of Application: **5/10/2025 COB 5:00 PM**

Published on 30/9/2025

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