

Internal and external job vacancy

Driver - Co0-08.2026

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 Syria 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 any 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

☐ Part-time position

☐ Reserve pool

Number of vacancies: 2

Application deadline: **13.08.2026 at 5.00 pm**

2. Job details

→ Project: **Coordination**

→ Location: **Damascus**

→ Mobility: **To project locations**

→ Contract type: **3 months Service agreement contract - renewable**

→ Monthly hours: **208 hours / Shifts**

→ Level: **3**

→ Department: **Logistic**

→ Line manager: **LOG assistant**

Project background

→ Project start year: **2025**

→ Project type: **Regular**

→ Comments: All applicants must be able to work with vulnerable populations. MSF staff must demonstrate respectful and exemplary behaviour.

3. Main responsibilities of the post

- Checking the technical conditions of the assigned vehicle.
- Ensuring the security of passengers in the vehicle and having all necessary papers in order before travelling with the car documents
- Ensuring correct loading and unloading of the vehicle.
- Informing the line manager of any incident involving the transportation of passengers and/or goods.
- Knowing how to use all types of radios, codes, call numbers and radio alphabets .
- Ensure compliance with MSF safety and security procedures during all movements.
- Performing dayshifts and nightshifts according to the schedule.
- Undertake potential movements to **all Syrian governorates** .

Please note that the responsibilities listed above are not exhaustive. The full Job Description will be made available to and signed by the successful candidate(s) for the role.

4. Selection criteria

Education and Qualifications

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Essential:

- Degree :High school certificate
- Driver license : C -ج –
- Knowledge of Language: English minimum A2
- If you do not have English certificate to prove your level it is mandatory to take the English test on the link below, as far as you can, and attach the screenshot of results (only A2 and up will be invited to the written test): [Level Test - Test-English](#)
- Knowledge of Arabic Language
- Resident of Damascus

Desirable:

- Degree : Certificate in basic vehicle mechanic

Experience

• Essential:

- Minimum 2 years of driving experience in Damascus
- Experience with specific vehicles to use (van, 4x4, etc.), manual and automatic drive.
- Basic vehicle mechanic knowledge and experience will be an added advantage
- Good knowledge of Damascus, main Syrian roads and checkpoints.
- Ability to use GPS/navigation applications on a smartphone

• Desirable:

- Desirable experience in MSF or other NGOs

5. Documents to be provided with the application

1. Cover letter addressed to “The Head of Human Resources”
2. Curriculum Vitae: **maximum 2 pages**
3. Driving License C -ج –
4. Non-criminal certificate
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

- All applications should be applied through the link : <https://forms.gle/qTbpvNwm11LruCcx6>



If you have any questions regarding this role or the recruitment process, please contact us on msfch-syria-hrco@geneva.msf.org

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