

MSF Switzerland (MSF-CH)
JOB VACANCY - Driver

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable.**

- **Position:** Driver
- **Required Number:** 6
- **Location:** Homs, Syria, with potential travel to projects locations in other governorates.
- **Advertisement date:** 22.06.2026
- **Deadline to apply:** 02.07.2026

Scope of responsibilities:

Performing the tasks of transporting authorized goods and passengers in an MSF vehicle, ensuring its technical and safety conditions and respecting the country's traffic rules and MSF security rules, in order to provide a safe, smooth and efficient service

General tasks:

- Checking daily, the technical conditions of the assigned vehicle (state of the tires, oil, fuel, brakes, radio equipment, spare parts, etc.), performing weekly check according to the MSF Logbook, refilling it when necessary, and keeping it clean to ensure it can be driven in perfect conditions. Carrying out a handover if another uses the vehicle.
- Ensuring the security of passengers in the vehicle, driving carefully, observing speed limits and traffic rules in the country as well as MSF security rules, in order to avoid car accidents.
- Ensuring all passengers have all necessary papers in order before travelling and ensuring non-MSF staff sign disclaimers of responsibility before using the vehicle.
- Ensuring correct loading and unloading of the vehicle, submitting the documents to the receiver of the goods, checking the status of delivered goods, returning the duly completed documents to Logistics and ensuring that the goods have the necessary documents.
- Ensuring that all vehicle documents and your driving license are valid and in 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 by heart and communicating with base according to MSF communications policy to inform the driver's position and any potential implications.
- Knowing and respecting the security rules related to vehicle movements, specifically those related to customs, checkpoints and roadblocks. Ensuring all passengers know and respect the security rules.

Specific tasks:

- Be responsible of driving MSF car/rented cars in Homs project following the rules and regulations of traffic in Syria.
- Ensuring the safety of the passengers by making sure everyone in the car having his belt fasten, and the windows closed or have open and comply with speed limits stated in the movement SOP document.
- Ensure reporting his movement from point to point and stating the movement direction and number of passengers on board.
- Be alert and ready for any context change that entails security implications.
- The driver will be responsible of the daily and weekly check for the car assigned to him by the supervisor and assist mechanic for other tasks. He should check the oil and water level, the tires and the tools in the car.
- Has a minimum mechanical knowledge that he can fix minor defects when occur in any movement.
- Ensure the legal car documents are in the car always and up to date.
- Ensure the records of the trips and fuel is followed in the car logbook.
- Keeps the car clean and tidy always.
- Help in loading and offloading the passenger's baggage and be responsible of the luggage in his car.
- Performing the tasks of transporting authorized goods and passengers in an MSF vehicle, ensuring its technical and safety conditions, and respecting the country's traffic rules and MSF security rules.

Recruitment criteria

Eligibility criteria

- Valid Syrian driver's license D1

Education:

- Essential literacy and a valid driving license.
- Certificate in basic vehicle mechanic is an advantage

Experience:

- Essential 3 years minimum of previous professional driving experience
- Desirable experience with specific vehicles to use (van, 4x4, etc.), manual and automatic drive.
- Basic vehicle mechanic knowledge and experience will be an added advantage
- Desirable experience in MSF or other NGOs

Languages:

- English and Arabic knowledge are essential.

Knowledge:

- Good knowledge of Homs, and main mission area roads and checkpoints.
- Ability to use GPS/navigation applications on a smartphone to follow assigned routes and share live location for operational coordination and safety.

Competencies:

- Results and Quality Orientation L1
- Teamwork and Cooperation L1
- Behavioral Flexibility L1
- Commitment to MSF Principles L1
- Stress Management L2

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone.

<https://forms.gle/YGsgH2DFGJ9555mi9>



The deadline is no later than 02/07/2026.

Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics,

perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection *of the most suitable candidate*. *Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.*

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.