

## Job Announcement (Internally & Externally)

### LOGISTICS SUPERVISOR

Based in Homs

**MSF is committed to promoting diversity and gender balance within its staff, and for that reason, female candidates are strongly encouraged to apply for this position.**

**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.

**MSF SPAIN** is advertising for the following position: **LOGISTICS SUPERVISOR** – Full Time.

| Requirements for the position          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Education:</b>                      | <ul style="list-style-type: none"> <li>• Essential secondary education and formal technical training or any related field.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Experience:</b>                     | <ul style="list-style-type: none"> <li>• At least 2 years' working experience in the same position.</li> <li>• Desirable: Experience with MSF or other INGO in the same field.</li> <li>• Experience in Watson, construction, supply chain, warehouse management, mechanic, and electricity is an asset.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Languages:</b>                      | <ul style="list-style-type: none"> <li>• Arabic and English languages are essential.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Others:</b>                         | <ul style="list-style-type: none"> <li>• Computer literacy, (MS Word, Excel, PowerPoint, outlook) <b>is mandatory</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Main responsibilities                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Place of work:</b>                  | <ul style="list-style-type: none"> <li>• Homs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Level:</b>                          | <ul style="list-style-type: none"> <li>• 6</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Contract of Employment</b>          | <ul style="list-style-type: none"> <li>• Service Agreement for 1 month, renewable.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Main objectives</b>                 | Supervising the daily logistics activities and providing maintenance to the MSF equipment, facilities and infrastructures, according to <b>MSF</b> standards and protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Main responsibilities and tasks</b> | <ul style="list-style-type: none"> <li>• Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment according to MSF standards</li> <li>• Ensuring the check and follow-up of facilities under the line manager's supervision through daily visits to the facilities and reporting any anomalies or problems, evaluation of the rehabilitation needs and following up minor building rehabilitation work according to supervisor's instructions; checking that premises observe security norms and monitoring the consumption of mechanical and electrical vehicles/machines/devices</li> <li>• Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to MSF standards</li> <li>• Coordinating and leading the logistics team under his/her responsibility which includes daily supervision, monitoring of the quality of work and the definition of each person's task, drawing up their working schedules; organizing and leading team meetings; participating in the recruitment of team personnel and attending logistics meetings and accounting for her/his activities</li> <li>• Ensuring the vehicle fleet maintenance which includes planning and overseeing timely preventive and curative maintenance of all project vehicles according to MSF standards and instructing and monitoring drivers on correct driving habits and standard checks</li> <li>• Managing and following up orders which includes collecting logistics orders coming from different departments or health facilities; drawing up and following up orders according to the procedures in force; providing technical support to the storekeeper, makes local purchases according to MSF supply procedures and ensures reception conditions of freight or arriving material as well as the organization and setting up of materials before its shipment.</li> <li>• Ensuring the day-to-day implementation and administration of assigned Watsan activities at project level, including but not limited to, water supply, excreta disposal, waste management, vector control, and dead bodies management.</li> <li>• Ensuring that the MSF procedures and protocols are followed by the Watsan teams to guarantee the operational quality of the project;</li> <li>• Ensuring the maintenance and repair of technical equipment in the project to guarantee an adequate running of Watsan activities;</li> <li>• Ensuring the distribution of the materials and tools used in water treatment, hygiene and sanitation (e.g. physical organization and inventory of stocks, receiving and processing orders</li> </ul> |

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|  | <p>for water, sanitation and hygiene material, check that the amounts received are recorded, and check monthly consumptions, etc.);</p> <ul style="list-style-type: none"> <li>• Supporting the Logistics Manager in ensuring an appropriate emergency preparedness and response capacity (physical verification of stocks, contacts, transport means, staff training).</li> <li>• Ensuring appropriate assistance to the project response team and if required, participating in emergency activities or exploratory visits</li> <li>• Supporting the Logistics Manager in the team planning (e.g. staff rosters and admin, HR processes, etc.) and informing and involving the Logistics Manager in case of any major management or technical issue, and providing all required reporting</li> <li>• Planning and supervising the HR processes (recruitment, training, performance evaluation, tasks definition and internal and external communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required for the activity</li> <li>• Participating in data collection and reporting as required.</li> </ul> |
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### HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and Education certificate through this link:

[https://docs.google.com/forms/d/e/1FAIpQLSeMMNWc3RUFsRrS68OYNpjJdMj5r1XbHwv05mH\\_UmHDI\\_CDRw/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSeMMNWc3RUFsRrS68OYNpjJdMj5r1XbHwv05mH_UmHDI_CDRw/viewform?usp=header)



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

**Closing date: 20<sup>th</sup> November 2025**

### Important notes:

- Please note that only CVs submitted in English will be considered during the screening process. We regret that CVs submitted in other languages cannot be accepted, in order to ensure consistency in the review process.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.