

Job Announcement (Internally & Externally)

HEAD OF MISSION ADVISOR at MSF SPAIN Based in Damascus

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: **Head of Mission Advisor – Full Time in Damascus.**

Requirements for the position	
Education:	<ul style="list-style-type: none"> Essential: University Degree.
Experience:	<ul style="list-style-type: none"> Essential: Minimum of 2 years' experience in a related field, including experience working in the mission country. Demonstrated capacity for analysis, networking, and negotiation. Preferred experience working with MSF as HAO (Humanitarian Affairs Officer), PC (Project Coordinator), Dep. HoM (Deputy Head of Mission) or HoM (Head of Mission).
Languages:	<ul style="list-style-type: none"> Essential: (Arabic) local language and (English) Mission language (high level command in oral and written communications).
Knowledge	<ul style="list-style-type: none"> Essential: Computer literacy (Word, Excel and Outlook).
Main responsibilities	
Place of work:	Damascus
Level:	<ul style="list-style-type: none"> 12
Contract of Employment	<ul style="list-style-type: none"> Service Agreement for 1 month, renewable.
Main objectives	<p>Together with the Head of Mission and the Coordination Team participates in the analysis and follow up of humanitarian context and security situation. Advising, participating, and when requested, representing the Head of Mission (HoM) with regards to relevant national partners/stakeholders. Support the Mission in understanding the present and the evolving environment, power structures and changing dynamics. Support in the development, implementation and maintenance of a networking and communication strategy, ensuring contacts with authorities, local communities and external actors. Participating in and advising the HoM in the preparation of the overall planning of operations, including the review and update of the country policy, action plan.</p>
Main responsibilities and tasks	<ul style="list-style-type: none"> Support the head of mission in analyzing humanitarian needs and in the operational and strategic decision-making of the mission. Contribute to negotiating access and participate in emergency response in collaboration with the MERT (Mission Emergency Response Team), and advise the HoM on the evolution of the context versus our operational choices. Ensure proper follow-up of MoU, project cards, and registration procedures with MoFa and MoH. Advise the HoM on how to collaborate with the new authorities and overcome bureaucratic impediments and constraints in the country. Regularly map armed actors, key community figures, as well as (ethnic) and political actors in the southern, central, and coastal regions of Syria. Produce a comprehensive analysis of the new departments created within MOFA, MOH, and the Ministry of Emergency and Disaster Management, while identifying key contacts for the MSF mission in Syria.

HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your ID, CV, and education certificate through the below link:

<https://forms.gle/D5SSrhZ3rnT1X67X8>

Only shortlisted candidates will be contacted through their email address.

Closing date: Saturday 14th March 2026

Important notes:

- Incomplete applications (no CV, ID, Education certificate) and sharing false information will lead to automatic disqualification.
- 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.
- This position is open to national candidates only.
- 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.