

Job Vacancy Announcement (Internally and Externally)

Storekeeper

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.

Job Family	Logistics
Place of Work	Raqqa, Syria
Level	4
Contract of Employment	3 Months

Main Purpose:

Executing the stock management activities (receipt, storage, and issuance to projects or other departments of medical supplies, food items, spare parts, tools, equipment and/ or other logistics materials), according to the line manager's instructions and MSF standards and protocols, in order to ensure the overall functioning of MSF activities

Accountabilities /responsibilities

- Supervising materials and goods orders and dispatch in order to ensure its rational use.
- Receiving orders and deliveries, identifying and reporting potential discrepancies against cargo manifest or others. Stores materials in accordance with the system in force in order to ensure continuous availability.
- Updating and/or creating stock cards for all stock items immediately after reception of goods. Checking the received cold boxes and controlling the cold chain-monitoring card
- Storing materials in accordance with the system in force in order to ensure continuous availability ensuring that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Monitoring the store temperature and ensuring Cold Chain items are stored in an adequate temperature. Keeping a special control of "sensitive" goods: numbers of lots, expiry dates, packaging and special storage conditions
- Preparing orders on time before sending goods, and packs (according to transport means) weighs and labels freight with corresponding shipping number, destination, number of shipping units, way bill number, weight and mode of transport in accordance with the line manager's instructions
- In conjunction with the line manager, performing physical stock counts in accordance with the frequency previously defined. Following up stock levels with regards to alarms thresholds, stock out and expiry dates.
- Controlling warehouse limited access to authorized personnel and ensuring doors and other exits are secured. Immediately informing the line manager of any problems arising in the course of the work, particularly with regard to damage, loss, attempted break-ins or theft in the warehouse
- Assisting the line manager with preparation of the stock reports

MSF Section/Context Specific Accountabilities

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

- Ensuring that all necessary tools and management procedures are in place in order to avoid stock ruptures, losses (expiries, damages due to bad storage conditions, temperature breach) and excess stocks.
- Regularly checking inventory levels (physical counts), keeping inventories up to date and monitoring consumption.
- Ensuring that all items are well organized and correctly stored according to their specificity, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Updating all the stock cards, preparing Waybills for any item to be sent from RQA.
- In charge of the warehouse management, maintaining organization of the warehouse. Checking the stocks quantity.
- Receives goods arriving to the warehouse or medical facilities by checking its status, checking amounts in Waybill, cold chain transport breaches, reporting any incidents to the supply supervisor.
- Ensure that goods are well organized and stored in a clean area to be visible and traceable, in particular: Ensure good quality of cold chain in cases it is needed.
- Reading log tags and sharing the report with Supply supervisor.
- Performing stock checks and a physical inventory of all stocks and goods, in accordance with the frequency defined with the supply supervisor.
- Regularly evaluates the storage needs of the Project (volume, security, etc.) and proposes changes as required to the supply supervisor.
- Carries out basic maintenance of the store, ensuring security conditions (keep out staff without authorization, locking ...) and looking after the equipment provided.
- Covers the duties of the Purchaser when requested by the Supervisor.
- On request performs any other additional duties given by the Supervisor in order to allow the Logistics processes to function optimal.
- Supervises and manages facility stock (Reception, OUTs, Stock count, monitoring, updating stock cards, reports, replenishment orders).
- Preparing and submitting regular replenishment orders (monthly or as required) to the central supply point / pharmacy/ MeshLab, as requested by medical team.
- Supporting emergency preparedness and response by ensuring buffer stocks are maintained, emergency orders are prepared promptly, and stock information is shared accurately during sudden scale-ups or urgent requests.
- Updating and/or creating stock cards and records in Unifield for all stock items immediately after reception, issuance, or transfer of goods.
- Assisting the line manager with preparation of stock and inventory reports using Unifield.

Requirements

Education	<ul style="list-style-type: none"> • Literacy essential • Desirable secondary education and warehouse management related studies
Experience	<ul style="list-style-type: none"> • Previous experience as storekeeper desirable
Language	<ul style="list-style-type: none"> • Essential English and Arabic Languages (both oral and written).
Knowledge	<ul style="list-style-type: none"> • Desirable computer literacy (word, excel) and supply software • Desirable ability to do basic repairs

How to apply:

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

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

Only shortlisted candidates will be contacted through their email address.

Deadline of Application: **25th February 2026 (Wednesday)**

Published on **03 March (Tuesday) 2026.**

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