

MSF-FRANCE INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

Log/Supply Department in Aleppo, Syria, MSF France is seeking for:

Log/Supply Supervisor (1)

Type of contract: **Service Agreement**
Duration: **2 months, renewable**
Place of Work: **Aleppo**
Need: **Activity rate 100%**
Start Date: **ASAP**

MSF is committed to promoting gender equity and strongly encourages female candidates to apply

MAIN PURPOSE

Supervising the daily logistics activities and providing maintenance to the **MSF** equipment, facilities and infrastructures, according to **MSF** standards and protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission.

Planning and supervising the execution of supply activities in the project for one or more areas of the supply programme (Warehouse, Procurement, Transport and Customs, etc.) according to **MSF** protocols and standards in order to ensure the optimal functioning of the mission

MAIN ACCOUNTABILITIES

- Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment according to **MSF** standards
- 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
- Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to **MSF** standards
- 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 his activities
- 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

- 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

Supply:

- Ensuring an effective running of the supply activities in the project on a day to day basis as specified by the line manager, ensuring compliance to MSF standards, protocols and procedures. The activities can include one or more of the following areas:
 - Warehouse: Planning and supervising the execution of the Warehouse and Stock Management activities in the project ensuring sufficient stock for the effective functioning of the supply activity to avoid stock ruptures, losses and excess stocks in the mission, controlling and monitoring the medical and non-medical stocks and assets and ensures that storage is carried out under optimum conditions.
 - Procurement: Planning and supervising the procurement activities in the project or capital ensuring an efficient and on-time purchasing.
 - Transport and Customs: Planning and Supervising the execution of all activities related to an efficient clearance and shipment of goods in the mission ensuring the clearing and the transport of medical and non-medical goods of the mission
 - Other supply activities
- Communicating with customers, keeping them up to date concerning their order status and prioritizing procurement and transport according to their needs
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Ensuring smooth running of administration and procedures related to his/her supply activity(ies)
- Performing delegated tasks according to his/her specialty and as specified in his/her job description

MSF Section/Context Specific Accountabilities

Logistic:

- Follow up preventive and corrective maintenance orders for MSF buildings, facilities, and equipment, ensuring proper execution and timely closure of work orders in the MEMO tools.
- Ensure regular and main inventory management of all MSF assets using the MEMO tools (April, August, December)
- Monitor daily fleet movements and coordinate transport plans with logistics team members to ensure smooth, efficient, and safe movement operations for all users.
- Provide technical support to the Logistics/Supply Manager in the technical assessment of PHCC for rehabilitation projects. (layout, BOQ, and technical documentation).
- Ensure and monitor the functioning for all energy systems within MSF facilities, including city power, batteries, inverters, and generators, while recording monthly energy consumption and generator fuel usage.
- Supervise HVAC systems operation, including air conditioning maintenance, central heating systems, and monitoring related fuel consumption.
- Oversee WATSAN facilities within MSF premises, including water supply systems, and ensure proper monitoring of water consumption and functionality.
- Improve and maintain storage conditions of MSF warehouses (medical and logistics) in compliance with MSF standards, and ensure all required maintenance works are implemented within storage facilities.
- Prepare and report on security incidents and emergencies occurring within project areas, ensuring timely communication and documentation.
- Produce regular operational reports including weekly, monthly, and stock inventory reports, ensuring accuracy and timely submission.

- Liaise and coordinate with local authorities and relevant stakeholders to ensure smooth implementation of MSF activities in the field.
- Oversee medical waste management systems in PHCCs, ensuring proper segregation, treatment, and disposal (incineration/burial) according to MSF protocols.
- Monitor water quality systems in PHCCs, including chlorination and disinfection processes, and ensure proper recording of water consumption and quality control data.
- Contribute to strengthening fire safety measures across facilities by ensuring the maintenance and proper installation of fire protection equipment in accordance with established standards, thereby reducing fire-related risks.

Supply:

- Conduct comprehensive market assessments in Aleppo city and surrounding areas to identify reliable suppliers and ensure availability of required goods and services.
- Organize and enforce a structured procurement calendar, designating specific days for documentation, purchasing, and file closure.
- Partner with the Purchasing Officer to conduct transparent bid analyses, ensuring all selections meet the mission's validation table requirements.
- Align stock levels with monthly consumption data to improve the stock release rate and maximize procurement efficiency.
- Distribute weekly Backorder (BO) reports to requesting departments and provide bi-monthly updates on transport and order status to ensure mission-wide visibility.
- Ensure the supply team understands and respects MSF standard tools and Local Purchasing Procedures (LPP).
- Expand and maintain MSF-approved supplier databases, ensuring continuous sourcing of qualified and competitive vendors.
- Establish and manage framework agreements with selected suppliers for operational goods (e.g., stationery, tea break items, and other non-medical supplies) in line with MSF procurement procedures.
- Establish framework agreements with qualified transport and logistics companies to ensure safe and timely transportation of medical and logistical materials related to MSF activities.
- Prepare tender documentation and launch procurement processes for MSF projects in compliance with organizational standards and procedures.
- Draft, review, and manage service and supply contracts, ensuring proper signing and follow-up with approved suppliers.
- Manage warehouse stock for MSF (including EPREP and supply warehouses), ensuring accurate stock control and proper storage conditions.
- Coordinate with other projects and sections to ensure timely transport and delivery of materials according to operational needs.
- Conduct regular stock inventories (quarterly and annual) and ensure continuous updating of stock cards and inventory records for all warehouse items.
- Follow up all supply requests from different departments and ensure timely procurement and delivery in accordance with operational priorities and required timelines.

Requirements

Education Essential secondary education and formal technical training - An engineering degree would be an added value

Experience At least one year in MSF or 2 years in a similar post out of **MSF**

Languages Essential Mission (English) language, desirable local language

Knowledge Essential computer literacy (Word, Excel)

Competency

- Results and Quality Orientation L2
- Teamwork and Cooperation L2



- Behavioral Flexibility L2
- to MSF Principles L2
- Stress Management L3

HOW TO APPLY

Apply by filling in the required information and attaching an **updated CV (in English only)**, along with your most relevant diploma/Certificate for the position following up with the link below:

<https://forms.gle/gQ1DB4HN7sRkm5GR7>

CLOSING DATE 31ST OCTOBER 2026, AT 05:00 PM



MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.