

Médecins Sans Frontières

JOB VACANCY – Head of Mission Support

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 is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** Head of Mission Support
- **Location:** Damascus/Syria

Scope of responsibilities:

Work closely with the Head of Mission (HoM) to ensure smooth coordination of MSF's activities. This includes supporting security management, maintaining strong relationships with authorities and stakeholders, contributing to context and risk analysis, and ensuring proper handling of key administrative dossiers.

Main tasks:

Context and representation:

- Support the HoM in analyzing and sharing political, security, and humanitarian context information with the coordination team.
- Promote and protect MSF's image externally, advising on cultural appropriateness of activities and behaviors.
- Represent MSF or accompany the HoM in meetings with authorities, NGOs, UN agencies, and other stakeholders; prepare full reports of such meetings.
- Maintain up-to-date records of contacts across authorities, NGOs, UN bodies, and other actors.
- Build and maintain relations with key stakeholders, including sectarian actors and tribal communities.

Security support:

- Assist in analyzing risks and security levels, contributing to risk assessments and security plans.
- Advise the HoM and Project Coordinators on security management.
- Keep security tools (such as logbooks and Geomap) regularly updated.

Administrative and regulatory follow-up:

- Support the HoM in following up on national-level administrative dossiers such as MSF registration, taxation, permits, social security, immigration matters, and national protocols.
- Ensure compliance with relevant regulatory frameworks, while operational departments handle daily implementation.

Information and communication management:

- Guide the mission team in managing essential information and records according to MSF policies.
- Translate sensitive documents, act as interpreter, and draft letters, reports, memos, or official correspondences as needed.
- Monitor correspondences in the absence of the HoM.
- Prepare and deliver country context briefings for incoming international and relocated staff.

Recruitment criteria

Education:

- University degree or similar level

Experience:

- Experience in humanitarian aid is an asset
- Strong understanding of the functioning of the governance and administrative structure of the country
- Experience working in political, security and humanitarian issues in the country

Languages:

- Proficiency in Professional English and Arabic (both written and spoken) is essential

Competencies:

- Computer proficiency, compatible with the operational modalities of MSF
- Good analytical skills, ability to synthesize complex contextual information and data for internal and external audiences
- Excellent communication and diplomatic skills

- People Management and Development
- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioral Flexibility
- Commitment to MSF Principles

How to Apply:

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

The deadline is no later than 29/09/2025 (COB)

<https://forms.gle/pPmRu1hPci2YCJNv8>

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.