

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

To support its Coordination team and medical operations in Syria, MSF France is seeking a:

LIAISON OFFICER

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Damascus**
Need: **Up to 45 hours / week**
Start Date: **ASAP**

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

MAIN PURPOSE

Give support to external administrative work and to the coordination team in obtaining working/travel permits, as well as all official contacts, procedures and importation of goods, according to local and international laws and MSF procedures, in order to ensure the smooth running of MSF activities.

ACCOUNTABILITIES

- Together with the HR Co, ensure that all MSF staff has applied and obtained on time any visa, stay, travel or working permits in the mission country according to needs, and keep information on legal, administrative procedures
- Maintain the support travel service in HQ informed about ongoing processes, specific situations or changes in the procedures related to visas, working permits, etc..
- Know all the procedures that MSF needs to follow in order to import goods from any country and assist the mission in following these procedures, in cooperation with the LogCo and the logistic department of the mission.
- Follow up clearances of MSF cargos and informs about any possible planned or extraordinary needs.
- Establish and maintain professional contacts with relevant authorities, depending on the context and the needs of the mission.
- Arrange meetings related to administrative issues for the Head of Mission or the HRCO as well as attend them.

- Keep a complete and updated detailed list of all useful contacts in the Country/Mission with names, telephones, addresses and other relevant details.
- Ensure, together with the MCT members that all MSF activities are running lawfully and in agreement with the Memorandum of Understanding in all administrative or customs related issues and inform about any possible risks or problems.
- Ensure that no illegal money is paid to any authorities or any individual, promoting and sharing MSF principles and values at all levels.
- Keep all documentation and files updated, properly filed and easily accessible for the internal users.

REQUIREMENTS

Education	Secondary education essential administration or communication related studies desirable
Experience	Essential previous experience of at least one year in related relevant positions, in MSF or other NGOs
Languages	Mission and local language essential.
Knowledge	Essential computer literacy (Word, Excel, Power Point and Internet)
Competencies	Results; teamwork; adaptability; flexibility; resourcefulness; service; stress management; commitment to MSF principles

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/V5GgpSYxJn7hKJqZA>

CLOSING DATE 13 NOVEMBER 2025, AT 5:00 P.M



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**