

MSF Switzerland (MSF-CH)

JOB VACANCY – Warehouse Manager

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 Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** Warehouse Manager
- **Location:** Damascus, Syria

Scope of responsibilities:

Defining, coordinating and monitoring all Warehouse and Stock Management activities in the capital according to MSF protocols, standards and procedures in order to ensure an optimal running of the mission

Main tasks:

- Collaborate with the Supply Chain Coordinator to plan and manage warehouse and stock activities, including annual budgeting, to meet mission and population needs efficiently.
- Oversee the implementation of warehouse and stock management, ensuring compliance with MSF standards, protocols, and procedures, and report progress to the line manager.
- Ensure warehouse facilities and equipment meet storage requirements and Good Distribution Practices.
- Supervise the physical and administrative management of all products (SOPs, stock flows, warehouse system, inventories, etc.) in coordination with stock owners.
- Maintain safety and security for goods, staff, and premises under responsibility.
- Analyze warehouse data (monthly/quarterly), identify issues, and propose corrective actions to the line manager, stock owners, and pharmacist.
- Work with the HR Coordinator on HR processes such as recruitment, training, evaluations, and staff development for warehouse teams.
- Provide technical guidance, coaching, and activity planning for warehouse staff (supervisor, storekeepers, helpers).
- Contribute to monthly reports as per guidelines.
- Perform delegated tasks related to the role and area of expertise.
- Ensure timely and accurate receipt, storage, and dispatch of medical supplies and equipment.
- Conduct regular cycle counts and full inventory audits to maintain stock accuracy.
- Monitor stock levels to prevent shortages or overstocking.
- Optimize warehouse operations, improving storage, handling efficiency, and cost-effectiveness.
- Track warehouse performance indicators (accuracy, fulfillment time, stock turnover) and implement data-driven improvements.

Recruitment criteria:

Education:

- Accredited pharmacy degree is essential
- Licensed pharmacist with permanent and not temporary registration is essential
- Preference: Candidates who are willing to utilize their license for MSF warehouse registration and importation compliance activities

Experience:

- Minimum 2 years of working experience in supply chain and warehousing related activities.
- Previous MSF experience or Supply Department or other NGOs is desirable
- Working experience in developing countries and in medical stock management is desirable

Languages:

- Fluency in English and Arabic

Competencies:

- Computer literacy (Word, Excel, Internet), for warehouse: mathematics, reporting and analytical skills
- Knowledge in ERP Systems is desirable
- 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 20/10/2025.

<https://forms.gle/pqCzzxkeYtw1iBDp9>



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.