

**Job Vacancy Announcement**  
(Internally and Externally)

**Base and Facilities Officer – MSF Netherlands**

**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.

<b>Job Family</b>	Logistics and Supply
<b>Place of Work</b>	Damascus, Syria
<b>Level</b>	Level 5 (Gross salary 957 USD before income taxation and social security deductions)
<b>Contract of Employment</b>	Service Agreement for 6 months, Renewable

**Objectives of the position:**

Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to **MSF** standards and protocols in order to have the material, infrastructure and vehicles in optimal running conditions

- Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures
- Tracking consumption of supplies, fuel, lubricants, used in different facilities (office, house, store, etc.).
- Checking the maintenance of the various open spaces (gardens, courtyards...) and ensuring that domestic waste is correctly discarded
- Checking and ensuring the maintenance of MSF premises and facilities, as well as the general water supply, electrical, walls, ceilings ect. and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities.
- Performing maintenance of logistics equipment for cold chain, energy, IT and radio communications, in particular:
  - Inventories and the reallocation of equipment.
  - Renewing the authorization to use radio material with local authorities.
  - Checking the quality of the work carried out on generators and electrical installations.
  - Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state.
- Carrying out local purchases and ensuring that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.
- Participating in trainings at the request of the line manager

**MSF Section/Context Specific Accountabilities**

Proactive Execution of Minor Works

Regularly assess installations, infrastructure, and equipment for potential issues or areas requiring improvement. Identify and propose minor works (construction, repairs, etc.) to the line manager before they become critical, ensuring smooth operations.

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

### Preventive Maintenance of Installations / Equipment

Develop and implement a comprehensive preventive maintenance plan for all MSF installations, equipment, and infrastructure (base, house, store, warehouse, health centre, hospital, etc.). Conduct scheduled checks and servicing to prevent breakdowns and ensure optimal functionality.

### Early Diagnosis and Solution Proposals

Conduct routine inspections to identify signs of faults or deterioration early. Document findings and proactively propose solutions to the line manager and/or technical adviser to prevent escalation.

### Pre-Repair Testing and Verification

Establish a routine of performing diagnostic tests and checks prior to repairs to ensure accurate identification of issues. After repairs, proactively conduct thorough tests to confirm proper operation and prevent recurrence.

### Work Tools and Site Management

Implement a system for regular inspection, maintenance, and inventory of work tools and site installations under supervision. Ensure the workshop remains organized and tools are stored securely to prevent damage or loss.

### Stock Management and Forecasting

Monitor stock levels of consumables and materials regularly, forecasting needs based on historical data and upcoming projects. Place orders in advance to avoid shortages and delays in minor repairs.

### Documentation and Updates

Create a structured system for organizing and updating all documents related to installations, equipment, and infrastructure. Schedule regular reviews to ensure records are current and accessible.

### Proactive Reporting of Issues

Develop a habit of reporting potential risks or minor issues to the line manager before they escalate into major problems. This includes identifying vulnerabilities like damage, theft risks, or signs of attempted break-ins.

### Supportive Collaboration with Logistics Department

Anticipate logistics needs and proactively offer assistance for related tasks, ensuring seamless coordination and readiness for any required work.

### **Requirements**

<b>Education</b>	Intermediate vocational institute (Industrial/Electrical/Mechanical/Technical)
<b>Experience</b>	At least 4 years' experience in technical area Essential at least two years previous working experience. Desirable in MSF or other NGOs
<b>Language</b>	Minimum intermediate level in English. Arabic language is essential
<b>Knowledge</b>	Computer literacy in English and radio equipment user-knowledge

### 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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Base and Facilities Officer - MSF



<https://forms.office.com/e/gUS6pxZ1R6>

**Only shortlisted candidates will be contacted through their email address.**

Opening Date: 22/12/2025

Deadline of Application: **31/12/2025 COB 5:00 PM**

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