

Job Vacancy Announcement
(Internally and Externally)

Logistics Coordinator Assistant – 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.

Job Family	Logistics
Place of Work	Damascus, Syria
Level	7
Contract of Employment	Service Agreement for 3 months, Renewable

Objectives of the position:

- **Assisting the Logistics Coordinator in specific activities and assuming some delegated tasks, according to his/her instructions and MSF standards and protocols, in order to ensure a proper logistics management in the capital and providing support to logistic activities in the projects.**

Accountabilities

- Planning and supervising the logistics within the coordination base (repairs, equipment maintenance, stock management, cleanliness...), in order to ensure the best operational working conditions in the capital.
- Supporting the Logistics Coordinator and/or the Mission Supply Chain Manager in organizing the ordering and transport of goods to the different projects, in order to comply with their needs in terms of quality and timelines
- Organizing and supervising the fleet of vehicles in the coordination base (driver's schedules, vehicles maintenance, vehicles registration and insurance, fuel consumptions, etc.), in order to ensure coping with the transportation and movement needs.
- Ensuring repair and maintenance of generators and power back-up systems as well as cold chain equipment, water pumps and other technical equipment used or stocked in capital and informing the Logistic Coordinator in case of any further needs concerning technical equipment, in order to have everything running adequately
- Supporting the LogCo in the planning and ensuring an appropriate emergency preparedness and response capacity (stocks, contacts, transport means, staff training), and participating in any emergency activity or exploratory visit, in order to ensure giving appropriate assistance to the population.
- Informing the Logistics Coordinator in case of any major issue and draws-up all required reporting, in order to keep updated and reliable information that will ease decision-making

MSF Section/Context Specific Accountabilities

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

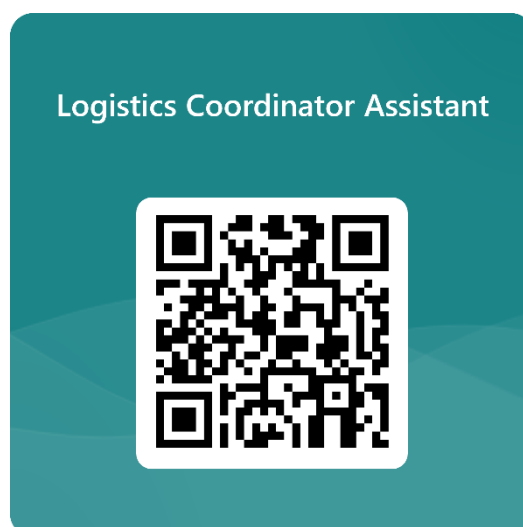
- Ensure Applied Safety/ Security min. standards (fire, workplace safety, site safety) for all Coord facilities
- Provide monthly report on main accomplishment and plans
- Overall responsible for all technical systems for all facilities (energy, periodical maintenance, equipment)
- Ensure Fleet and Energy equipment quality and periodical review by NES mechanic
- Ensure electrical safety standards and provide electrical safety report yearly (support from NES electrician)
- Manage and coach Base and Facility Officer and Drivers (can be delegated)
- Preparing work agreement and contracts with suppliers/ contractors
- Comply with WeFin (Finance Tool) requirement
- Provide a complete equipment inventory with the cooperation Supply, IT, and Medical team
- Support Logistic Coordinator on budget planning and revision

Requirements

Education	<ul style="list-style-type: none"> • Essential university degree, preferably in electrical, mechanical or technical engineering
Experience	<ul style="list-style-type: none"> • Essential two years of previous experience in similar jobs • Desirable with MSF or other NGOs, in developing countries
Language	<ul style="list-style-type: none"> • English language essential. Local language desirable
Knowledge	<ul style="list-style-type: none"> • Essential computer literacy (word, excel, internet)

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



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

Only shortlisted candidates will be contacted through their email address.

Opening Date: 15/5/2025

Deadline of Application: **22/5/2025**

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