

Médecins Sans Frontières

JOB VACANCY – Logistics Supervisor (Swaida)

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 **a contract until 31/01/2026.**

- **Position:** Logistics Supervisor
- **Location:** Swaida /Syria
- **Resident:** Swaida

Scope of responsibilities:

Supervising the daily logistics activities and providing maintenance to the MSF equipment, facilities and infrastructures, according to MSF standards and protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission.

Main tasks:

- Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment according to MSF standards
- Ensuring the check and follow-up of facilities under the line manager's supervision through daily visits to the facilities and reporting any anomalies or problems, evaluation of the rehabilitation needs and following up minor building rehabilitation work according to supervisor's instructions; checking that premises observe security norms and monitoring the consumption of mechanical and electrical vehicles/machines/devices
- Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to MSF standards
- Coordinating and leading the logistics team under his/her responsibility which includes daily supervision, monitoring of the quality of work and the definition of each person's task, drawing up their working schedules; organizing and leading team meetings; participating in the recruitment of team personnel and attending logistics meetings and accounting for his activities
- Ensuring the vehicle fleet maintenance which includes planning and overseeing timely preventive and curative maintenance of all project vehicles according to MSF standards and Instructing and monitoring drivers on correct driving habits and standard checks
- Managing and following up orders which includes collecting logistics orders coming from different departments or health facilities; drawing up and following up orders according to the procedures in force; providing technical support to the storekeeper, makes local purchases according to MSF supply procedures and ensures reception conditions of freight or arriving material as well as the organization and setting up of materials before its shipment

Additional context specific tasks:

- Planning all movements inside Swaida making sure that standby car is always available where expats are.
- Preforming the pre-check before any movement to PHCCs or Damascus.
- Supervising maintenance agents' team. Following up their attendance as well as monitor their activities.
- Supervising crowd controllers in ER.
- Supporting LM in some local purchases.
- Supervising Swaida PHCC generator operating procedures and fuel consumption.
- Supervising Swaida PHCC water trucking.
- Supporting Swaida LM with daily tasks that he will assign to him.
- Resonding to logistics requests from departments when logManger is not in Swaida .
- Supporting in translation all invoices to be submitted to finance.

Recruitment criteria

Resident

- Swaida

Education:

- Essential bachelor's degree in engineering or logistics relevant studies.

Experience:

- Essential: Minimum 2 years previous experience in similar jobs.

Languages:

Knowledge

- Desirable: previous experience with NGO's.
- Essential: English and Arabic B2 level.
- Essential computer literacy (word, excel)

Competencies

- Results and Quality Orientation L2
- Teamwork and Cooperation L2
- Behavioural Flexibility L2
- to MSF Principles L2
- Stress Management L3

How to Apply:

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

<https://forms.gle/ivNhiDrNdr5ShgXXA>



The deadline is no later than 26/11/2025 (COB) till 12:00 PM

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.