

Job Announcement (Internally & Externally)

- Purchasing Officer at MSF SPAIN-

MSF is committed to promoting diversity and gender balance within its staff, and for that reason, female candidates are strongly encouraged to apply for this position

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.

MSF SPAIN is advertising for the following position: **Purchasing Officer** – Full Time.

Requirements for the position	
Education:	• Essential, secondary education; or certificate in purchasing and supplies or marketing skill obtained from recognized institution.
Experience:	• Essential: At least 2 years previous work experience in supply chain related jobs. • Desirable: Experience with MSF or other INGO in the same field is desirable.
Languages:	• Essential: Arabic and English languages are essential.
Others:	• Good knowledge of local market and suppliers. • Good knowledge of understanding pharmaceutical products and market. • Strong knowledge of the market structure and networking. • Strong negotiations skills and contract management are essential. • Computer literacy, (words, excel, PowerPoint, outlook).
Main responsibilities	
Place of work:	• Damascus, Syria
Level:	• 5
Contract of Employment	• Service Agreement for 1 month, renewable.
Main objectives	• Performing the day to day purchasing activities in a particular supply office (coordination or project level) according to MSF protocols and standards in order to ensure an optimal running of the mission/ project.
Main responsibilities and tasks	• Regarding the Market assessment, the purchasing officer is expected to develop a reliable and active supplier database with reputable suppliers for MSF operations in Damascus. • Responsible for collecting day today signatories required for purchase validations from respective content responsible before sharing the definitive purchase order to the selected suppliers. • Prepare Supplier invoices and submit to finance department for payments. • Responsible for archiving supply dossier based on the sequence of the archiving guidelines. • Remain the focal person in reaching out to suppliers for MSF inquiries for quotation and purchase needs. • Responsible for all purchase receptions for internal procurements adhering to quality of material received with reference to the specification on the purchase Orders. • Purchasing Officer shall be responsible in coordinating and scheduling delivery plan for MSF goods to MSF premises following the urgency of the need.

HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and education certificate through this link:

<https://docs.google.com/forms/d/e/1FAIpQLScZ2mgiljo1659TJwr1cyaGAbTSUzg2icF42BxtOuiyVjKOPw/viewform?usp=dialog>



Only shortlisted candidates will be contacted through their email address.

Closing date: 19th of October 2025.

Important notes:

- Please note that only CVs submitted in English will be considered during the screening process. We regret that CVs submitted in other languages cannot be accepted, in order to ensure consistency in the review process.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.