

MSF Switzerland (MSF-CH)

JOB VACANCY – Supply Chain Supervisor

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:** Supply Chain Supervisor
- **Location:** Homs/Hama, Syria

Scope of responsibilities:

Plan and supervise the execution of supply chain activities in the project (order, procurement, transport and customs, stock management) according to MSF protocols and standards in order to ensure the optimal functioning of the mission.

Main tasks:

- Planning, coordinating, supervising and monitoring on a day-to-day basis the implementation of supply activities in the project as specified by the line manager, ensuring compliance to MSF standards, protocols and procedures. Including the following tasks:
 - **Order management:** Responsible for the supply administration, the correct filing and archiving of supply database and the efficient processing and follow-up of orders and requests
 - **Procurement:** Responsible for purchase management, in particular the follow-up of purchases, preparation, together with the Logistics Manager, market assessments, contracts and supplier evaluations and communication with local suppliers for the status of purchase orders, claims and complaints
 - **Transport and Customs:** Ensuring the clearing and the transport of medical and non-medical goods of the mission and provide info on timelines regarding administrative procedures concerning, import, customs clearance, etc.
 - **Stock management:** Controlling quality and costs and the physical state of orders and determines the quantities of products to buy (volume), taking into account the demand and needs of the mission, the availability forecasts, delivery timelines, budget and other relevant factors and monitors stock levels related to monthly consumption figure, expiry dates, excess drugs and possible shortage in the capital
- Communicating with customers, keeping them up to date concerning their orders status (BO confirmation) and prioritizing procurement and transport according to their needs
- Coordinating and leading the team under his/her responsibility including the definition of each person's tasks (daily supervision and checking the quality of their work), drawing up working schedule
- Supervising, in close coordination with HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required

Recruitment criteria:

- **Education:** Diploma or bachelor's degree, in supply chain is desirable
- **Experience:** Minimum of 2 years of total experience or 1 year of MSF experience, in supply chain or similar activities

- **Languages:** Fluency in English and Arabic is essential

- **Competencies:**
 - Computer literacy (Word, Excel, Internet) is essential
 - Results and Quality Orientation
 - Teamwork and Cooperation
 - Behavioral Flexibility
 - Commitment to MSF Principles
 - Stress Management

How to Apply:

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

The deadline is no later than 11/09/2025.

<https://forms.gle/c4nS28CrYck2dcDL7>

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.