

Médecins Sans Frontières - Switzerland

## JOB VACANCY – Logistics coordinator assistant

**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 initial **3 months Service Agreement, renewable**.

- **Position:** Logistics coordinator assistant
- **Location:** Damascus/Syria.

### **Scope of responsibilities:**

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

### **Main tasks:**

- 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.
- Assisting the Logistics Coordinator with the checkup and supervision of the proper functioning of the computers and other communication and IT equipment, in order to ensure a continuous and appropriate flow of information and communication.
- 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

### **Context Specific Accountabilities:**

- Acting as the mission focal point for the assets, fuel follow up and other regular performance indicators.
- Acting as the logistics department knowledge management focal point to ensure all the documents are up to date or archived in the mission share point based on the SOPs.
- Support the logistics coordinator in drafting and implementing the Mission SOPs by contributing information from the context.
- Support the mission project by field visits and gap filling base on the needs for the supervisory level.
- Covering the gap of the supervised staff based in case of an absent.
- Supervise and ensure the adequate logistics support for the operation and premises in the capital.
- Any additional tasks delegated by the logistics coordinator.

### **Recruitment criteria**

<b><u>Education:</u></b>	<ul style="list-style-type: none"><li>• Essential university degree in logistics, engineering or relevant study.</li></ul>
<b><u>Experience:</u></b>	<ul style="list-style-type: none"><li>• Previous 2 years' experience in similar jobs is mandatory, MSF xp or other INGO is desirable.</li></ul>
<b><u>Languages:</u></b>	<ul style="list-style-type: none"><li>• Essential: English &amp; Arabic fluency</li></ul>
<b><u>Competencies:</u></b>	<ul style="list-style-type: none"><li>• Results and Quality Orientation L2</li><li>• Teamwork and Cooperation L2</li></ul>

- Behavioural Flexibility L2
- Commitment 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/C8vZQYboNN4Wankr8>



**The deadline is no later than 27/01/2026 till 5:00 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.