

## JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	Supply Chain Officer
Employer	Médecins Sans Frontières - Belgium
Duty Station	Damascus
Deadline for applications	18 <sup>th</sup> September 2025
Contract status	Service Agreement for 3 months, Renewable
Type of contract	Full time
Start Date	October 2025

### Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بل حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

*Check the links:*

[Médecins Sans Frontières أطباء بل حدود](#)

[Médecins Sans Frontières T-shirt م'ظف أطباء بل حدود - م](#)

### Main Objective of the position:

Organizing and supervising the daily supply chain activities and the teams associated, in the coordination and project level, according to MSF protocols and standards in order to ensure the optimal running of the mission.

**Accountabilities:**

- Supervising and organizing the daily activities of the Supply Chain team, including Store Keeper and Purchasing Officer, and ensuring they perform the tasks linked to their role
- Being responsible for the order, purchase, stock and freight management in the coordination or in the project level, monitoring and ensuring an efficient implementation of the overall daily supply chain activities
- Monitoring and ensuring a smooth running supply administration and the respect of the implemented supply procedures, proposing adjustments where needed.
- Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data
- Communicating with customers, keeping them up to date concerning their orders status (BO confirmation) and prioritizing procurement and transport according to their needs
- Collecting claims from the field, analysing causes and making corrective actions.
- In collaboration with the Supply Supervisor (if any) and in coordination with the HR department, supervising the associated processes (recruitment, training/induction, briefing/debriefing, 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
- Informing the Logistics / Supply Manager in case of any major issue and draws-up all required reporting, in order to keep updated and reliable information that will help in decision-making
- Performing any other tasks within the scope of his role, as directed by supervision and according to the needs of the mission

**MSF Section/Context Specific Accountabilities:**

**Procurement**

- Regularly assessing the market for new suppliers to supply the recurrent needs of the mission and seeking products/services that offer the best value for money within the shortest timeframes.
- Negotiating prices and proposing new suppliers to be validated.
- Developing and maintaining relations with different suppliers and partners in order to ensure a stable supply of goods or services.
- Submitting and collecting quotations and tenders following the organization purchasing policy and providing updates on "item-supplier" data: price, availability, quality, lead time.
- Together with the Supply coordinator/ Supply Manager/ PC determining the purchase planning according to the incoming requests / orders, product availability (shortages/surpluses), delivery times, budgets and other relevant factors.
- Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval.
- Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), managing advances issued by the Finance Department, etc. Updating information on purchase lists after purchases are made.
- Collecting claims from the field, analysing causes and making corrective actions.



## **Order Processing**

- Being responsible for the supply database and the correct filing and archiving of the supply documentation in order to guarantee the availability and the coherence of supply data.
- Be first line for UniField technical support, provide technical support to the project team.
- Provide guidance and training to the project supply team when needed.
- Encode and proceed all the international regional and local orders to UniField, (validated, confirm orders in UniField and Extranet).
- Ensure that all the Data's in UniField are updated (monthly cleaning of UniField).
- Processing all orders and requests and communicating regularly on their status with the initial clients: order received, approval stage, confirmation, RTS monitoring, backorder, lead times, ... and reporting problems to his line management.
- Communicating with local and international suppliers (status of order, claims) and reporting problems to line management.

## **Transport & Customs**

- Managing and planning, in collaboration with the line Manager, the shipment of goods between the projects and/or from the ESC/capital to the projects choosing the best possible means of transport.
- 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..
- Being responsible for all customs and administrative related issues
- Regularly assessing the local transport market (companies, prices, services), and proposing different third-party providers for validation
- Helping with the general logistics and administrative activities needed in the base, always in coordination with his/her supervisor.

## **Stock Management**

- Monitoring the implementation of the Warehouse and Stock Management activities, following up of the medical and logistics stocks, ensuring compliance with MSF standards, protocols and procedures, and reporting to the line manager on the development of the ongoing programmes.
- Ensuring all equipment and premises are adapted to the proper storage of goods in compliance with the customer's requirements and Good Distribution Practices
- Ensuring that physical and administrative management of the products inside the warehouse are properly managed in conjunction with the owners of the stocks (SOPs, flow management, IS warehousing tool, inventories...)
- Ensuring the safety and the security for goods and people inside and outside the premises under his/her responsibility
- Analyzing monthly/quarterly warehouse data, identifying problems, and proposing solutions to line manager, owners of stocks and pharmacist
- Ensuring technical support for his area of activity and providing coaching to staff under his/her responsibility. Managing his team and elaborating their activities planning (Warehouse supervisor, storekeepers and log-helpers.)

## **Note:**

- Alongside project duties, responsible for managing and supporting supply chain activities at the coordination office, within the roles and responsibilities of the supply chain officer position.



## Requirements

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<b>Education</b>	Essential degree and specialization in Logistics/Supply Chain
<b>Experience</b>	<ul style="list-style-type: none"><li>- Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures</li><li>- Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits)</li></ul>
<b>Languages</b>	Arabic is essential. English is highly desirable.
<b>Knowledge</b>	Computer literacy, knowledge of UniField MSF (ERP) software or similar ERP system desirable.
<b>Competencies</b>	<ul style="list-style-type: none"><li>• Results and Quality Orientation L2</li><li>• Teamwork and Cooperation L2</li><li>• Behavioural Flexibility L2</li><li>• Commitment to MSF Principles L2</li><li>• Stress Management L3</li></ul>

### Application process:

In order to apply for this position please send your application in English via following email ([msfocb-syria-jobs@msf.org](mailto:msfocb-syria-jobs@msf.org)).

Write in the Subject **Supply Chain Officer, Damascus** Please submit your **CV in English, together with a motivation letter and all relevant work and education certificates**. Without supporting documents, the application will be not accepted.

**DEADLINE FOR SUBMITTING THE APPLICATION: 18<sup>th</sup> SEPTEMBER 2025**

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