

MSF Switzerland (MSF-CH)

JOB VACANCY – Energy Specialist

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:** Energy Specialist
- **Location:** Damascus, Syria

Scope of responsibilities:

Carry out the assessments and ensure the implementation, day-to-day management and control of the technical part of projects in the energy (and HVAC if relevant) domain, in accordance with MSF protocols, standards and procedures in order to ensure the optimal functioning of the project and the infra-structures and efficient use of systems and equipment.

Main tasks:

- In collaboration with line manager, provide support and guidance to the field staff in order to ensure that all electrical (and HVAC if relevant) installations comply with MSF standards, protocols and procedures, and the preventive and corrective maintenance is done accordingly.
- Carry out evaluations, feasibility and detailed studies of the project to present to hierarchical superiors different possible solutions to the difficulties encountered in area of specialization, namely the installation, construction and commissioning of electrical (and HVAC if relevant) installations. In direct contact with staff, identify project needs and manage responses of requests by establishing priorities.
- Provide support to the teams in the field in energy (and HVAC if relevant) domain and assist in the training of project technicians to make them autonomous for preventive maintenance, basic troubleshooting and small jobs. Ensuring that technicians are able to implement safely procedure for themselves and users.
- Guide and support field teams to define and implement preventive and corrective maintenance procedures
- Raise awareness on energy use for all staff and advice on strategies to improve energy efficiency of the site
- Provide training for technicians on appropriate use and maintenance of existing and new installations
- Act as an itinerant support of the mission implementing proposed solutions when needed and provide managers with duly documented technical advice.
- If necessary, define procedures/protocols for the proper functioning of the electrical (and HVAC if relevant) installations in the field
- Perform regular inspections of the interventions and condition of the electrical (and HVAC if relevant) installations.
- Participate in the evaluation of local actors and ensure the quality of services and supplies.
- Check and advise on international orders for consumables and replacement equipment.
- Manage stocks and equipment in specialty area at mission level
- Ensures that all design, operating and maintenance documentation is up to date (report, asset management tool, diagrams and layouts, consumption reports, power assessments, cooling and heating need assessments).
- Ensure that the right equipment and electrical tools are in place and correctly used.
- Identify, define and implement solutions and strategies that reduce the environmental footprint of the electrical installations (and HVAC if relevant) in the mission/projects.
- With the support of line manager, ensure the implementation of basic energy safety standards in all mission premises.
- Conduct regular assessment and support visits to the projects in the country.
- Support the mission in identifying and validating energy equipment/materials suppliers and in implementing Solar systems in the premises.

Recruitment criteria:

- **Education:** Technical diploma or university degree (electricity or other) is essential
- **Experience:** Previous working experience of at least 1 year in logistics-related activities and a on a relevant specialty is essential
- Experience in MSF or other NGOs in developing countries is desirable

Languages:

- Fluency in English and Arabic is essential

Competencies:

- Computer literacy (Word, Excel, Internet) is essential, knowledge of Autocad is desirable
- 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 18/09/2025

<https://forms.gle/siw4vaAvqEnSMuEVA>

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.