

## Job Announcement (Internally & Externally)

### Humanitarian Affairs Officer

Based in Damascus

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: **Humanitarian Affairs Officer** – Full Time.

Requirements for the position	
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Essential degree in Humanitarian studies, Political, Social Sciences, Law or related university degree.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Essential previous working experience of at least 2 years in research, analysis and advocacy, protection or social work activities.</li> <li>• Essential experience with MSF or other NGOs in the same field.</li> <li>• Desirable: Working experience in developing countries.</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>• Excellent proficiency in Arabic at native level</li> <li>• Good knowledge of English, both written and spoken.</li> </ul>
<b>Others:</b>	<ul style="list-style-type: none"> <li>• Essential computer literacy (word, excel and internet).</li> </ul>
Main responsibilities	
<b>Place of work:</b>	<ul style="list-style-type: none"> <li>• Damascus with regular field visits</li> </ul>
<b>Level:</b>	<ul style="list-style-type: none"> <li>• 8</li> </ul>
<b>Contract of Employment</b>	<ul style="list-style-type: none"> <li>• Service Agreement for 1 month, renewable.</li> </ul>
<b>Main objectives</b>	Contribute to the development of humanitarian affairs activities in OCB and OCBA Missions by supporting the Humanitarian Affairs Manager in the analysis of context, humanitarian situation, security and in the definition of advocacy strategies, according to <b>MSF</b> policies and values, to improve the humanitarian and human rights situation among population.
<b>Main responsibilities and tasks</b>	<ul style="list-style-type: none"> <li>• Support the Humanitarian Affairs Manager (HAM) in overall context analysis, including through the analysis of humanitarian trends and critical / unmet needs of populations affected and the humanitarian response capacity.</li> <li>• Contribute to actors mapping and building relations with relevant local actors (including communities, local civil society groups) in support of MSF's engagement strategy to advance humanitarian objectives.</li> <li>• In close coordination with the Humanitarian Affairs Manager (HAM), support the collection of humanitarian data (primary collection) and secondary data on humanitarian and wider population needs.</li> <li>• Assist in direct engagement with affected communities as required, including through field visits to key areas of MSF's humanitarian projects.</li> <li>• Support in making sure that MSF's data collection tools are culturally and contextually relevant and support with Arabic to English translation where required.</li> <li>• Support the Humanitarian Affairs Manager to analyse data and humanitarian trends to inform advocacy efforts and MSF's programming.</li> <li>• Assist in the development of relevant advocacy outputs including internal briefing documents, reports, presentations, etc.</li> <li>• Represent MSF in civil society fora (in delegation from the Head of Mission / HAM), as relevant and requested.</li> <li>• Contribute and/or implement analysis and advocacy activities (including research, report writing, messaging drafting) locally linking as needed with intersectional humanitarian affairs resources at country level and HQ humanitarian affairs advisor</li> <li>• Support in organizing learning events (briefing sessions, workshops) to raise awareness and develop capacity on humanitarianism, data collection, and advocacy (internally and of partners).</li> </ul>

**HOW TO APPLY:**

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

<https://forms.gle/LKAqaXXYhoHmNDuw9>

**Only shortlisted candidates will be contacted through their email address.**

**Closing date: 13<sup>th</sup> September 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.