

MSF Switzerland (MSF-CH)

JOB VACANCY – Logistics 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:** Logistics Supervisor
- **Location:** Homs/Hama, Syria

Scope of responsibilities:

Supervise the daily logistics activities, and provide maintenance to MSF equipment, facilities and infrastructures, according to MSF standards and protocols, in order to maintain the facilities in perfect condition and collaborate in the development of the mission.

Main tasks:

- Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment according to MSF standards
- Ensuring the check and follow-up of facilities under the line manager's supervision through daily visits to the facilities and reporting any anomalies or problems, evaluation of the rehabilitation needs and following up minor building rehabilitation work according to supervisor's instructions; checking that premises observe security norms and monitoring the consumption of mechanical and electrical vehicles/machines/devices
- Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to MSF standards
- Coordinating and leading the logistics team under his/her responsibility which includes daily supervision, monitoring of the quality of work and the definition of each person's task, drawing up their working schedules; organizing and leading team meetings; participating in the recruitment of staff and attending logistics meetings and accounting for his activities
- Ensuring the vehicle fleet maintenance which includes planning and overseeing timely preventive and curative maintenance of all project vehicles according to MSF standards, instructing and monitoring drivers on correct driving habits and standard checks. And in collaboration with line manager, setting up of the fleet (generators and vehicles) in the capital according to MSF standards.
- Managing and following up orders which includes collecting logistics orders from different departments/health facilities; drawing up and following up orders according to the procedures in force; providing technical support to the storekeeper, makes local purchases according to MSF supply procedures and ensures reception conditions of freight or arriving material as well as the organization and setting up of materials before its shipment
- In collaboration with line manager, selection and setting up of guesthouses/office space according to MSF procedures and standards
- Assisting in training and capacity building of newly recruited staff

Recruitment criteria:

- Education:** • Bachelor's degree, technical is desirable
- Experience:** • Minimum of 2 years of total experience or 1 year of MSF experience

- 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/oLB2udtUoSfhqV1K8>

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.