

Job Vacancy Announcement
(Internally & externally)

Supply Chain Officer– MSF Netherlands

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.

Job Family	Logistics and Supply
Place of Work	Damascus and Syria Southern Governorates
Level	Level 7 (Gross salary 1,301 USD before income taxation and social security deductions)
Contract of Employment	Service Agreement for 6 months, Renewable

Objectives of the position:

Organizing and supervising the daily supply chain activities and the teams associated, in the coordination or 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 Supply Supervisors, 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

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

Context Specific Accountabilities:

- Oversee and ensure the smooth functioning of all supply chain activities in the Rural Damascus project, including local procurement, import coordination, warehouse management, and transport movements, in close collaboration with coordination and field-level logistics teams.
- Ensure strict adherence to MSF OCA Supply and Logistics procedures, and provide support in the contextual adaptation of supply SOPs to meet the operational challenges in Rural Damascus.
- Ensure effective forecasting and consolidation of supply needs across supported health facilities and project locations (e.g., PHC centers, MoH sites), coordinating closely with the medical and logistics departments to ensure timely and uninterrupted supply.
- Manage and strengthen the local procurement process by building a reliable supplier network, conducting regular supplier performance assessments, and ensuring transparent tendering and contracting procedures in accordance with MSF policies and Syrian regulations.
- Coordinate closely with coordination supply teams in Damascus and relevant authorities to ensure smooth import clearance and timely dispatch of international supplies, especially for restricted or cold chain items.
- Supervise and support the project pharmacy and central warehouse teams to ensure optimal storage conditions, accurate stock control, expiry tracking, and implementation of FIFO/FEFO systems in line with MSF and MoH requirements.
- Lead the monthly reporting of stock consumption and pipeline tracking, maintaining updated data in Unifield and supporting data-driven decision-making on supply priorities.
- Ensure that transport movements of goods from Damascus to Rural Damascus field sites are planned efficiently, taking into consideration security constraints, access limitations, and road conditions, while ensuring proper documentation and waybill management.
- Provide technical guidance, capacity building, and day-to-day supervision for the project-level Supply Supervisor(s) and other supply support staff, ensuring clear task division, development plans, and periodic performance evaluations.
- Serve as the focal point for communication with requesters from medical, logistics, and coordination departments regarding order statuses, backorders, and delivery timelines, and ensure customer satisfaction through proactive updates.
- Monitor and address supply chain bottlenecks, stock ruptures, and delays by conducting root cause analyses, implementing corrective actions, and escalating to the Logistics Manager when needed.
- Contribute actively to emergency preparedness and contingency planning by maintaining buffer stock levels, identifying alternative suppliers/routes, and supporting emergency response interventions as required by the project.
- Ensure proper archiving and digital filing of all supply-related documents, including POs, quotes, delivery notes, and inventory reports, to guarantee traceability, audit readiness.
- Collaborate with the coordination and mission-level supply team to support project evaluations, audits, and coordination meetings when requested.

Requirements**Education**

Essential degree and specialization in Logistics/Supply Chain

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Experience	<ul style="list-style-type: none"> • Essential in supply chain management (minimum 2 years) and in organization of supply administration and procedures • Desirable proven understanding of MSF Field Logistics (general knowledge of MSF equipment and kits)
Language	English and Arabic is an essential
Knowledge	Computer literate (Word, Excel, Internet)
Competencies	Results and Quality Orientation L2, Teamwork and Cooperation L2, Behavioural Flexibility L2, Commitment to MSF Principles L2, Stress Management L3

How to apply:

- *Scan the QR code or click the link below*
- *Fill the form*
- *Make sure to submit the form for your application to be considered*



[SUPPLY CHAIN OFFICER – Fill out form](#)

Only shortlisted candidates will be contacted through their email address.

Opening Date: 26/01/2026

Deadline of Application: **2/02/2026 COB 5:00 PM**

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