

JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	PURCHASING OFFICER
Employer	Médecins Sans Frontières - Belgium
Duty Station	DAMASCUS
Deadline for applications	7th September 2025
Contract status	Service Agreement for 3 months, Possible Renewable
Type of contract	Full time
Start Date	Sept/Oct 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 قف أطباء بل حدود - م](#)

Main Objective of the position:

Performing the day to day purchasing activities in a particular supply office (coordination or project level) according to MSF protocols and standards in order to ensure an optimal running of the mission/ project

Accountabilities:

- Performing on a day to day basis the purchasing activities of a supply office, analyzing market sources and competitive pricing conditions among different suppliers in order to ensure an ongoing supply of goods, following the procurement procedures and according to **MSF** standards and protocols. Including the following activities:
- Constantly assessing the local market, seeking products and suppliers that offer the best value for money and negotiating prices in order to guarantee the best quality and pricing for **MSF** goods and commodities. Regularly updating the supplier-



item-price data on the supply office and informing the Supply (Activity) Supervisor / Logistics Supervisor of all information or modifications to the data i.e. price, address, items available

- At the request of the line manager, obtaining different quotations from suppliers according to the **MSF** Purchasing policy and placing purchase orders to pre-selected suppliers with whom prices have been agreed
- 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
- Assisting in reception control process with the storekeeper
- Performing delegated tasks according to his / her activity and as specified in his/her job description

Education	Essential , secondary education; commerce related studies desirable
Experience	At least 2 years' experience in supply chain related jobs Experience in procurement medical and non-medical items essential .
Knowledge	computer literacy (word and excel) Essential Good knowledge of Damascus & general Syrian market .
Languages	Arabic is essential . English is highly desirable.

Application process:

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

Write the Subject Line **PURCHASING OFFICER** 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: **7th 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.***