

## JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	LOGISTICS SUPERVISOR
Employer	Médecins Sans Frontières - Belgium
Duty Station	Latakia
Deadline for applications	01 <sup>st</sup> September 2025
Contract status	Service Agreement for 3 months, Possible Renewable
Type of contract	Full time
Start Date	ASAP

### 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:

Supervising the daily logistics activities and providing maintenance to the **MSF** equipment, facilities and infrastructures, according to **MSF** standards and protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission.

## **Accountabilities:**

- 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 team personnel 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 and Instructing and monitoring drivers on correct driving habits and standard checks.
- Managing and following up orders which includes collecting logistics orders coming from different departments or 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

## **MSF Section/Context Specific Accountabilities:**

### Vehicles management

- Supervise Drivers, follow rental cars agreements, ensure vehicle insurance, licensing and documentation; ensure that needs for tools, spare parts, vehicle contents, etc. (identified by the Fleet procedures) are met.
- Closely monitor fuel consumption and manage fuel supply.

### Construction and maintenance

- Supervise Logistic activities plumbing, lighting, roofing, furniture etc, equipment (power supply, cold chain, comms, computers etc.) remain in good state.
- Managing logistics stock (inventory & replenish).
- Follow up on all minor and major construction activities in close collaboration of log manager.
- Follow-up projects technical issues (repairs, construction and Watsan).
- Select external staff and material for all technical activities (plumbing, carpentering, painting, electricity, masonry) based on quality of work and price.

### ICT management

- Ensure the provision of reliable Internet provider.
- Ensures the proper storage and backup of all user data: MS Outlook, Homere and MSF BooX on all project computers on a monthly basis;
- Is responsible for hardware and software troubleshooting and assisting staff with computer

### LOG HR management

- Is responsible for the management of Rosters, Leaves etc for watchmen and drivers.
- Work in collaboration with Specialized Technician and workers if necessary.
- Provide support to Specialized Technician in management of maintenance agent daily tasks.

### Asset Management

- Update inventory to record asset in facilities/follow up on TMS
- Inventories and the reallocation of equipment (WatSan, energy and IT).



Supply chain Management.

- Perform small purchases at project level and coordinate/send order to coordination/Idleb for big purchases.
- Receive medical items from central stock, check and handover to medical team.
- Arrange transportation of the items on request

Others

- Follow up the preventive maintenance plan and follow up sheet is updated accordingly.
- JR are followed and done on timely manners and recorded in JR follow up sheet.
- In General, assist all MSF staff during activities in the camp
- Follow-up on BioMed equipment and mission visits for maintenance and recommendations.
- Ensures that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.
- Any other task assigned by line manager.
- Ensure proper logistics reporting

## Requirements

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Education	Essential secondary education and formal technical training
Experience	At least one year in MSF or 2 years in a similar post out of <b>MSF</b>
Languages	Mission language essential; Good proficiency in English language
Knowledge	Essential computer literacy (word, excel)
Competencies	<ul style="list-style-type: none"><li>• Results and Quality Orientation <b>L2</b></li><li>• Teamwork and Cooperation <b>L2</b></li><li>• Behavioural Flexibility <b>L2</b></li><li>• to MSF Principles <b>L2</b></li><li>• Stress Management <b>L3</b></li></ul>

### Application process:

In order to apply for this position please send your application via following email ([msfocb-syria-jobs@msf.org](mailto:msfocb-syria-jobs@msf.org)), Write the Subject Line **LOGISTICS SUPERVISOR**. Please sent us 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.

*Only short-listed candidates will be contacted.*

*Female applicants are highly encouraged to apply.*

***DEADLINE FOR SUBMITTING THE APPLICATION: 01<sup>st</sup> September 2025***

***We are an equal opportunity employer; we do not charge a fee for any applications received.***