

Job Announcement (Internally & Externally)

BASE AND FACILITIES OFFICER at MSF SPAIN

Based in Homs

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: **Base and Facilities Officer – Full Time in Homs.**

| Requirements for the position | |
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| Education: | <ul style="list-style-type: none"> • Essential Secondary Education or specialization related to logistics. |
| Experience: | <ul style="list-style-type: none"> • Essential previous working experience of at least 2 years in a relevant job or in the logistics department. • Desirable experience with MSF or other NGO's in relevant jobs in developing countries. |
| Languages: | <ul style="list-style-type: none"> • Fluency in Arabic language is mandatory; English is highly desirable. |
| Knowledge | <ul style="list-style-type: none"> • Computer literacy (Word, Excel and Outlook), and radio equipment user-knowledge. |
| Main responsibilities | |
| Place of work: | Homs |
| Level: | <ul style="list-style-type: none"> • 5 |
| Contract of Employment | <ul style="list-style-type: none"> • Service Agreement for 1 month, renewable. |
| Main objectives | Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to MSF standards and protocols in order to have the material, infrastructure and vehicles in optimal running conditions. |
| Main responsibilities and tasks | <ul style="list-style-type: none"> • Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures. • Tracking consumption of supplies, fuel, lubricants, used in different facilities (office, house, store, etc.). • Checking the maintenance of the various open spaces (gardens, courtyards...) and ensuring that domestic waste is correctly discarded • Checking and ensuring the maintenance of MSF premises and facilities, as well as the general water supply, electrical, walls, ceilings ect. and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities. • Performing maintenance of logistics equipment for cold chain, energy, IT and radio communications, in particular: <ul style="list-style-type: none"> • Inventories and the reallocation of equipment. • Renewing the authorization to use radio material with local authorities. • Checking the quality of the work carried out on generators and electrical installations. • Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state. • Carrying out local purchases and ensuring that the line manager is aware of any problems linked to the quality or availability of the items to be purchased. |

- In coordination with WATSAN and Log Manager, monitor maintenance activities of infrastructures, management of non-medical stocks and equipment according to MSF standards.
- Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to MSF standards.

HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your ID, CV, and education certificate through the below link:

<https://forms.gle/9puvZBTKsmwqRCLV9>

Only shortlisted candidates will be contacted through their email address.

Closing date: Wednesday 4th February 2026

Important notes:

- Incomplete applications (no CV, ID, Education certificate) 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.