



JOB VACANCY ANNOUNCEMENT- MSF OCB

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| Job Title | Maintenance Agent |
| Employer | Médecins Sans Frontières - Belgium |
| Duty Station | Damascus |
| Contract status | Service Agreement for 6 months, Renewable |
| Type of contract | Full time |
| Start Date | As soon as possible |

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: أطباء بل حدود - م](#)

Main Objective of the position:

Perform repair / maintenance / construction works, according to the supervisor's instructions and MSF standards, to ensure proper operations and prevent faults / deterioration of MSF equipment / installations / infrastructures.



Accountabilities:

- Carry out all minor works (construction, repairs, etc.) requested by the line manager, as well as any task identified by the employee and approved by the line manager.
- Perform regular maintenance of **MSF** installations / equipment / infrastructures (base, house, store, warehouse, health centre, hospital, etc.), particularly in line with a preventive maintenance plan (procedures to follow, schedule, etc.).
- In the event of faults / deterioration, diagnose the problem and propose possible solutions to the line manager and/or technical adviser.
- Perform any necessary tests / checks to confirm the proper operation of the installation or equipment after repair.
- Ensure effective management, protection and care of work tools (including site installations under the employee's supervision) and keep the workshop tidy.
- Ensure that there are adequate stocks of consumables and materials for minor repairs and manage those stocks; placing orders in time.
- Keep all documents related to installations / equipment / infrastructures in order and update them regularly.
- Immediately inform the line manager of any problems that arise in the course of the work, particularly with regard to damage, loss, theft or attempted break-ins.
- Assist logistics department for any related work needed.

Context Specific Accountabilities

- Follow up on the preventive maintenance calendar of the equipment's.
- Keep the track for "Job requests" and perform maintenance and repairs as needed.
- Follow up on the refilling/consumption/back up provision, water supply, drinking water & gas bottles in facilities.
- Perform the maintenance of heating system and follow up on the Diesel supply for the heaters.
- Follow up the preventive maintenance and cleaning of solar panels in facilities according to the guidelines.
- follow on the monthly bills/invoices for energy and telephone for all facilities.

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| Education | Literacy essential. |
| Experience | Previous experience desirable Essential ability to do basic repairs |
| Languages | Arabic English, Pre intermediate Level |
| Competencies | <ul style="list-style-type: none">• Commitment• Flexibility• Results• Teamwork |

Application process:

The interested applicants should submit their applications, with the CV, and with supporting documents (certificates, diplomas etc.) to Médecins Sans Frontiers, People and Workforce department via the link below:

<https://forms.gle/pKh1SHaTJZF5gmxv5>



Please save your CV and certificates with your name.

DEADLINE FOR SUBMITTING THE APPLICATIONS: 30th May 2026 4:30PM.

*We are an equal opportunity employer; we do not charge a fee for any applications received.
Qualified Female applicants are highly encouraged to apply.*

Only short-listed candidates will be contacted.