



JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	Driver – L3
Employer	Médecins Sans Frontières – Belgium
Duty Station	Damascus
Deadline for applications	14/04/2025
Contract status	Service Agreement 3 months (possibility of renewal)
Type of Position	National
Start Date	ASAP

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بلا 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 بلا حدود](#)

[Médecins Sans Frontières T-shirt - موظفي أطباء بلا حدود](#)

Main Objective of the position:

Performing the tasks of transporting authorized goods and passengers in an **MSF** vehicle, ensuring its technical and safety conditions and respecting the country's traffic rules and **MSF** security rules, in order to provide a safe, smooth and efficient service



Accountabilities:

- Checking daily, the technical conditions of the assigned vehicle (state of the tires, oil, fuel, brakes, radio equipment, spare parts, etc.), performing weekly check according to the **MSF** Logbook, refilling it when necessary, and keeping it clean to ensure it can be driven in perfect conditions. Carrying out a hand over if another person uses the vehicle
- Ensuring the security of passengers in the vehicle, driving carefully, observing speed limits and traffic rules in the country as well as **MSF** security rules, in order to avoid car accidents.
- Ensuring all passengers have all necessary papers in order before travelling, and ensuring non-**MSF** staff sign disclaimers of responsibility before using the vehicle
- Ensuring correct loading and unloading of the vehicle, submitting the documents to the receiver of the goods, checking the status of delivered goods, returning the duly completed documents to Logistics and ensuring that the goods have the necessary documents
- Ensuring that all vehicle documents and the driver's driving license are valid and in the vehicle.
- Informing the line manager of any incident involving the transportation of passengers and/or goods.
- Knowing how to use all types of radios, codes, call numbers and radio alphabets by heart and communicating with base according to **MSF** communications policy to inform the driver's position and any potential implications.

Knowing and respecting the security rules related to vehicle movements, specifically those related to customs, checkpoints and roadblocks. Ensuring all passengers know and respect the security rules

Context specific accountabilities:

1. Transportation:

- Safely drive MSF vehicles to transport staff, supplies, and medical equipment to and from designated locations.
- Ensure timely and accurate delivery of goods and personnel, adhering to schedules provided by supervisors.
- Ensure that the vehicle is well-maintained and in good working condition.

2. Vehicle Maintenance:

- Perform regular vehicle checks (fuel, oil, tire pressure, lights, brakes) and report any mechanical issues or maintenance needs to the supervisor.
- Keep the vehicle clean and well-maintained at all times.
- Ensure that all necessary tools and spare parts are carried and readily available in the vehicle.
- Arrange for repairs and maintenance when needed, coordinating with relevant authorities or mechanics.

3. Safety and Compliance:

- Ensure the safety of passengers and goods during transportation.
- Follow road safety regulations and traffic laws at all times.
- Ensure that vehicles are always equipped with necessary documents, such as vehicle registration and insurance.
- Follow MSF security protocols and guidelines, particularly in high-risk areas.
- Maintain a professional driving record and report any traffic violations or accidents immediately to the supervisor.

4. Logistical Support:

- Assist in loading and unloading vehicles when neces...
- Maintain accurate logbooks for vehicles and report on vehicle use and maintenance.

6. Emergency Response:

- Be available to provide emergency transportation services if needed, including transporting injured or ill patients to medical facilities when required.

7. Ad hoc Responsibilities:

- Undertake other related duties as requested by the supervisor or logistics manager, such as assisting with general logistical tasks in the field.



Requirements:

Experience:

Essential literacy and driving license. Good knowledge of country roads

Education

Essential literacy and driving license. Good knowledge of country roads

Experience

- Essential 2 years minimum of previous driving experience
- Desirable experience with specific vehicles to use (4x4, boats, motorbikes, etc.)
- Desirable in MSF or other NGOs

Competences

- Good communication skills
- Commitment.

Language

- Flexibility
- Arabic (Required)
- English (Desirable)

Application process:

Send your updated CV and Cover Letter in **English** to: **msfocb-Syria-Jobs@msf.org**

Please clearly indicate your name followed by "DRIVER" in the subject line of the email. Only shortlisted candidates will be contacted.

DEADLINE: Completed applications must be received by the 14/04/2025.