

## Job Vacancy Announcement (Internally and externally)

# RADIO OPERATOR

### CONTEXT

**Médecins Sans Frontières (MSF)** is a private, non-profit international medical humanitarian organization dedicated to providing medical assistance to populations in crisis, without discrimination and regardless of race, religion, creed or political affiliation. **To support our operations across Syria, Damascus, we are currently looking for the following position:**

### RADIO OPERATOR

<b>Job Family</b>	Logistics and Supply
<b>Work place</b>	Damascus
<b>Level</b>	Level 3 (Gross monthly salary 883 USD, subject to income tax and social security deductions)
<b>Contract of Employment</b>	Service Agreement for 6 months, Renewable
<b>Employer</b>	MSF_OCA

**Main Purpose:** Operating the VHF and HF radios, in accordance with the MSF security protocols and rules, in order to ensure quality and confidential radio communications for the operational needs of the mission/projects.

### Accountabilities

- Operating the HF and VHF radios, avoiding using any sensitive or security related information and following the **MSF** security rules. Ensures radio frequencies' (HF and VHF) quality and transmission capacity. Installs and programs frequencies in all type of radios when necessary
- Ensuring that messages are well copied/passed to all people concerned and records the messages on the radio log book. Responding to radio contacts from other approved organizations and forwarding it on the information via this channel.
- Making radio contacts with reference bases (capital and/or field) according to communication rules / schedules and forwards all information concerning the security of the teams to the Project/Capital Coordinator.
- Monitoring and registering any movement, of people, vehicles, helicopters, airplanes and cargo, (departure, arrival, number of passengers, route taken, standard contact points) and informs line manager of any delays.
- Supervising and monitoring the VHF radio allocation book (handsets) and registering the loan of handsets to all staff, following it up on a regular basis.
- Installing, operating and performing preventive maintenance checks on assigned equipment, checking that the equipment is working properly and immediately informing the line manager of any damage/loss/theft. Maintaining the equipment, communications room and premises in clean and tidy conditions. Maintaining and supervising HF VHF batteries status in good maintenance conditions.
- Providing basic radio training when necessary to **MSF** staff
- Daily Communication Briefing Share daily updates with relevant teams on scheduled movements, expected arrivals and departures, and any communication-related alerts or constraints.
- Incident Logging and Escalation Immediately record and escalate any communication irregularities, missed check-ins, or delays in movement to the designated security focal point or line manager.
- Coordination with Logistics and Operations Teams Work closely with logistics and operations staff to ensure movement plans are supported by functioning communication equipment and aligned with contact schedules. Assist in contingency communication planning during field missions or emergencies.

- Communication Coverage Mapping and Optimization Support mapping of communication coverage across operational areas and recommend improvements to antenna placement, repeater use, and signal reliability.
- Emergency Communication Support Ensure continuous communication availability and prioritize emergency traffic during mass casualty incidents, evacuations, or security alerts. Maintain strict adherence to emergency communication protocols.
- Inventory and Equipment Management Track and report on communication equipment inventory, including spare batteries, chargers, antennas, and handsets. Alert logistics in advance of any replenishment needs.
- Monthly Equipment Testing and Airtime Management Conduct monthly functionality tests for BGAN and Isat Phone devices. Ensure timely top-up of airtime for staff phones and verify that operational and security focal points have active data packages.
- Training and Onboarding Support Provide orientation to new staff on the use of Satphones, BGAN, Garmin devices, call signs, emergency codes, and communication discipline. Deliver refresher sessions as needed.
- Compliance and Confidentiality Monitoring Monitor communication usage to ensure compliance with MSF protocols and confidentiality standards. Report any misuse or breaches to the line manager or security focal point.
- Support to Movement Coordination and Facilitate communication with authorized external actors (e.g., local authorities) during movements, ensuring messages are relayed accurately and securely.
- Support the Ops and Logistics teams in preparing the staff roster, Field Travel Requests (FTR), and movement Sheet (MVT) sheets
- Support the logistics team in supervising drivers and assigning daily duties based on the roster and operational needs
- Flexibility: Willingness to support tasks outside your core responsibilities when requested by your immediate-ate super-visor, in alignment with operational needs and team priorities

### Requirements

<b>Education</b>	<ul style="list-style-type: none"> <li>• Literacy. Desirable secondary education</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Desirable work experience as radio operator in related jobs</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Essential basic knowledge on mathematics, mechanical, electronic principles</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>• Essential English language and local languages.</li> </ul>
<b>COMPETENCES:</b>	<ul style="list-style-type: none"> <li>• Results and Quality Orientation <b>L1</b></li> <li>• Teamwork and Cooperation <b>L1</b></li> <li>• Behavioural Flexibility <b>L1</b></li> <li>• Commitment to MSF Principles <b>L1</b></li> <li>• Stress Management <b>L2</b></li> </ul>

### How to apply:

Important to follow, otherwise the application will not be considered.”

- Apply by filling in the required information and attaching your **updated CV**, and the most **relevant diploma** for the position via the link or by scanning the QR code provided below:

<https://forms.office.com/e/FPrrRUmsBy?origin=lprLink>



**We are an equal opportunity employer, we do not charge a fee for any applications received.  
Only short-listed candidates will be contacted.**

**Feb 2026**

No later than: **22/04/2026 - 5 :00 PM**

- If any of the required documents are missing, the application will not be considered
  - if any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.
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- **MSF OCA colleagues from North East Syria are highly encouraged to apply.**
  - **Successful candidates from MSF OCA North East Syria will keep the seniority and loyalty they have acquired from their previous contract.**