

Job Vacancy Announcement
(Internally and Externally)

Maintenance Agent – MSF Netherlands

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.

Job Family	Logistics and Supply
Place of Work	Damascus, Syria
Level	Level 2 (Gross salary 686 USD before income taxation and social security deductions)
Contract of Employment	Service Agreement for 3 months, Renewable

Objectives of the position:

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

- 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.

MSF Section/Context Specific Accountabilities

1. Proactive Execution of Minor Works

Regularly assess installations, infrastructure, and equipment for potential issues or areas requiring improvement. Identify and propose minor works (construction, repairs, etc.) to the line manager before they become critical, ensuring smooth operations.

2. Preventive Maintenance of Installations / Equipment

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

Develop and implement a comprehensive preventive maintenance plan for all MSF installations, equipment, and infrastructure (base, house, store, warehouse, health centre, hospital, etc.). Conduct scheduled checks and servicing to prevent breakdowns and ensure optimal functionality.

3. Early Diagnosis and Solution Proposals

Conduct routine inspections to identify signs of faults or deterioration early. Document findings and proactively propose solutions to the line manager and/or technical adviser to prevent escalation.

4. Pre-Repair Testing and Verification

Establish a routine of performing diagnostic tests and checks prior to repairs to ensure accurate identification of issues. After repairs, proactively conduct thorough tests to confirm proper operation and prevent recurrence.

5. Work Tools and Site Management

Implement a system for regular inspection, maintenance, and inventory of work tools and site installations under supervision. Ensure the workshop remains organized and tools are stored securely to prevent damage or loss.

6. Stock Management and Forecasting

Monitor stock levels of consumables and materials regularly, forecasting needs based on historical data and upcoming projects. Place orders in advance to avoid shortages and delays in minor repairs.

7. Documentation and Updates

Create a structured system for organizing and updating all documents related to installations, equipment, and infrastructure. Schedule regular reviews to ensure records are current and accessible.

8. Proactive Reporting of Issues

Develop a habit of reporting potential risks or minor issues to the line manager before they escalate into major problems. This includes identifying vulnerabilities like damage, theft risks, or signs of attempted break-ins.

9. Supportive Collaboration with Logistics Department

Anticipate logistics needs and proactively offer assistance for related tasks, ensuring seamless coordination and readiness for any required work.

Requirements

Education	Literacy is essential
Experience	Previous experience desirable
Language	English language is desirable. Arabic language is essential
Knowledge	Essential ability to do basic repairs

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”

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Maintenance Agent - MSF



<https://forms.office.com/e/AP6c1HZRhq>

Only shortlisted candidates will be contacted through their email address.

Opening Date: 25/11/2025

Deadline of Application: **2/12/2025 COB 5:00 PM**

Published on 25/11/2025

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