

Job Announcement (Internally & Externally)

LOGISTICS SUPERVISOR

Based in Ain Issa

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: **LOGISTICS SUPERVISOR** – Full Time Ain Issa.

Requirements for the position	
Education:	• Essential secondary education and formal technical training or any related field.
Experience:	• At least 2 years' working experience in the same position. • Desirable: Experience with MSF or other INGO in the same field. • Experience in Watson, construction, supply chain, warehouse management, mechanic, and electricity is an asset.
Languages:	• Arabic and English languages are essential.
Others:	• Computer literacy, (MS Word, Excel, PowerPoint, outlook) is mandatory.
Main responsibilities	
Place of work:	• Ain Issa.
Level:	• 6
Contract of Employment	• Service Agreement for 1 month, renewable.
Main objectives	Supervising the daily logistics activities and providing maintenance to the MSF equipment, facilities and infrastructures, according to MSF standards and protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission.
Main responsibilities and tasks	Accountabilities • Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment according to MSF standards • Ensuring the check and follow-up of facilities under the line manager's supervision through daily visits to the facilities and reporting any anomalies or problems, evaluation of the rehabilitation needs and following up minor building rehabilitation work according to supervisor's instructions; checking that premises observe security norms and monitoring the consumption of mechanical and electrical vehicles/machines/devices • Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to MSF standards • Coordinating and leading the logistics team under his/her responsibility which includes daily supervision, monitoring of the quality of work and the definition of each person's task, drawing up their working schedules; organizing and leading team meetings; participating in the recruitment of team personnel and attending logistics meetings and accounting for his activities • Ensuring the vehicle fleet maintenance which includes planning and overseeing timely preventive and curative maintenance of all project vehicles according to MSF standards and Instructing and monitoring drivers on correct driving habits and standard checks • Managing and following up orders which includes collecting logistics orders coming from different departments or health facilities; drawing up and following up orders according to the procedures in force; providing technical support to the storekeeper, makes local purchases according to MSF supply procedures and ensures reception conditions of freight or arriving material as well as the organization and setting up of materials before its shipment. Context Specific Accountabilities • Coordinate and oversee all logistics activities in Ein Issa and Raqqa, including WASH, communications, transport, supply, and other relevant logistics components. • Supervise and liaise with contractors working in MSF premises, base or healthcare facilities.

	• Supervise, coach, and provide on-the-job training to national logisticians, drivers, and other staff performing logistics functions. • Provide regular and ad-hoc situation reports to the Log Manager, and members of the PMT on evolving emergency contexts, including logistics constraints, access issues, and relevant security considerations in operational areas. • Represent MSF in coordination and technical meetings on logistics matters, in collaboration with the Log Manager, ensuring information sharing and feedback to the mission. • Ensure that inventory of logistics equipment is accurately updated, operational, and ready for use always. • Ensuring the maintenance and repair of technical equipment. • Supporting the Log Manager in the team planning (e.g. staff rosters and admin, HR processes, etc.) and informing any major management or technical issue. • Planning and supervising the HR processes (training, performance evaluation, tasks definition and internal and external communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required for the activity. • Participating in data collection and reporting as required.
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HOW TO APPLY:

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

<https://forms.gle/cGrJivaEu8Z4Uem76>



Only shortlisted candidates will be contacted through their email address.

Closing date: 22 July 2026

Please note that due to the urgency to fill this position, you are encouraged to apply immediately as we will be reviewing applications on a rolling basis, therefore we may withdraw the position before the advertisement's closing date if we receive a sufficient number of candidates or a suitable candidate/s is identified.

Important notes:

Only CVs in English will be considered. CVs in Arabic or any other language will not be accepted.

- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF is committed to promoting diversity and gender balance within its staff. Female candidates are strongly encouraged to apply for this position. 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.