Job Announcement (Internally and Externally)

BASE AND FACILITIES OFFICER

Based in Damascus

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: **BASE AND FACILITIES OFFICER – Full Time based in Damascus.**

Requirements for the position	
Education:	• **Essential:** Secondary education. • **Desirable:** Vocational training or technical certification in electricity, mechanics, construction, facilities maintenance, logistics, or a related field.
Experience:	• **Essential:** Minimum of two years of professional experience in facilities management, fleet operations, or general logistics. • **Desirable:** Previous experience working with MSF or other humanitarian and non-governmental organizations (NGOs).
Languages:	• Essential: Arabic and English language proficiency.
Knowledge	• Essential: Good practical knowledge of radio communication equipment and protocols.
Others:	• Mandatory: Computer literacy, (Word, Excel, PowerPoint, Outlook).
Main responsibilities	
Place of work:	• Damascus
Level:	• 5
Contract of Employment	• Service Agreement (Please see additional information below).
Main objectives	Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to MSF standards and protocols in order to have the material, infrastructure and vehicles in optimal running conditions - Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures - Tracking consumption of supplies, fuel, lubricants, used in different facilities (office, house, store, etc.). - Checking the maintenance of the various open spaces (gardens, courtyards…) and ensuring that domestic waste is correctly discarded - Checking and ensuring the maintenance of MSF premises and facilities, as well as the general water

	supply, electrical, walls, ceilings etc. and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities.
	- Performing maintenance of logistics equipment for cold chain, energy, IT and radio communications, in particular:
	  o Inventories and the reallocation of equipment.
	  o Renewing the authorization to use radio material with local authorities.
	  o Checking the quality of the work carried out on generators and electrical installations.
	- Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state.
	- Carrying out local purchases and ensuring that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.
	- Participating in training at the request of the line manager.

Main responsibilities and tasks	- Ensure that preventive and curative maintenance systems are in place and effectively implemented for key assets, including air-conditioning, water systems, vehicles, and fire-fighting equipment, in line with MSF standards. - Maintain updated maintenance plans, intervention records, asset/facility tracking tools, and submit regular status reports to the line manager. - Ensure regular follow-up and control of logistics stocks, including physical inventories and accurate updating of stock cards and tracking tools. - Conduct logistics briefings for new arrivals on guesthouses, office rules, safety procedures, and proper use of facilities and equipment. - Ensure drivers perform their duties and the safety and security of passengers, complying with national traffic regulations and MSF security and road-safety rules to prevent accidents. - Centralize and coordinate service and maintenance requests related to offices and guesthouses, ensuring timely follow-up, quality of work, and reporting. - Ensure that all purchases and contracted services are carried out in compliance with MSF-OCBA logistics and procurement procedures. - Act as the logistics focal point for communication with landlords, managing maintenance issues, coordination of works, and logistics-related follow-up in collaboration with the Field Logistician.

Vac#2026120

HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your ID, CV and qualification certificates through this link:

https://forms.gle/H28qn5f2k9XmeS6d8

Or scan the QR code

Only shortlisted candidates will be contacted through their email address or WhatsApp.

Closing date: 22nd November 2026.

Important notes:

- Only short-listed candidates will be contacted, no applications will be accepted after the deadline.
- Incomplete applications (no cv, certificate) and sharing false information will lead to automatic disqualification.
- Female candidates are strongly encouraged to apply.
- MSF never asks for money from candidates at any stage of recruitment process. Besides, no monetary transactions, neither demands of favors in kind, nor other types of favoritism will be tolerated in the recruitment process, and they may be pursued through the judicial system.
- One month Service Agreement is Initially offered through a renewable 1-month service agreement due to administrative registration requirements. This is a temporary arrangement and should not be interpreted as the expected duration of the position.
- At MSF, our work is guided by a set of core values and principles. We invite you to learn more about them here: https://www.msf.org/who-we-are#principles