

JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	Warehouse Supervisor
Employer	Médecins Sans Frontières - Belgium
Duty Station	Damascus
Deadline for applications	8 th June 2025
Contract status	Service Agreement for 3 months, Possible Renewable
Type of contract	Full time
Start Date	June 2025

Introduction about MSF:

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

[Médecins Sans Frontières T-shirt](#) [أطباء بل حدود - م](#) [فول](#)

Main Objective of the position:

Planning and supervising the execution of the Warehouse and Stock Management activities in the project or capital according to MSF protocols and standards in order to ensure the optimal functioning of the mission.



Accountabilities:

Planning and supervising on a day-to-day basis the Warehouse and Stock Management activities in the project or capital, ensuring compliance of **MSF** standards, protocols and procedures. These activities include but are not limited to the following:

- Physically and administratively managing medical and non-medical stocks in conjunction with the supply officer and the stock owners and assuming responsibility for the warehouse and its contents
- Ensuring that all necessary tools and management procedures are in place in order to avoid stock ruptures, losses (expiries, damages due to bad storage conditions, temperature breach) and excess stocks. Regularly checking inventory levels (physical counts), keeping inventories up to date and monitoring consumption
- Checking, recording and arranging the goods received and ensuring the availability of a wide range of items for various projects and departments (medical supplies, food, spare parts, tools, equipment, etc.)
- Ensuring that all items are well organized and correctly stored according to their specificity, well protected, fully identified and easily accessible (cleanliness, security, access, etc.)
- Supervising the team under his/her responsibility including the definition and planning of each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule and organizing and leading team meetings
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Performing delegated tasks according to his/her speciality and as specified in his/her job description

MSF Section/Context Specific Accountabilities:

Warehouse & Stock Management

- Ensure the warehouse is organized, clean, and operating according to organizational and MSF guidelines.
- Oversee receipt, storage, and dispatch of medical and non-medical items in accordance with good storage and distribution practices.
- Ensure segregation and secure storage of medical stock, including cold chain items if applicable, in compliance with relevant regulations and protocols.
- Ensure first-in-first-out (FIFO) and first-expired-first-out (FEFO) stock management principles are followed.
- Ensure controlled access to the warehouse and supervise any loading/unloading operations.
- Maintain accurate and up-to-date inventory records (manual and/or electronic), including stock cards and bin cards, ensure all transactions had made in UF Database and Database in updated.
- Monitor stock levels, expiry dates, and storage conditions regularly.
- Conduct periodic physical inventory counts and reconcile with system records.
- Prepare and submit regular stock reports (weekly/monthly) to the Supply Officer/Manager or Supply Chain Coordinator.
- Immediately report any stock discrepancies, losses, damages, or expired items.
- Ensure all warehouse activities comply with organizational SOPs, MSF requirements, and national regulations, particularly regarding the handling of medical stock.
- Maintain complete and accurate documentation for all incoming and outgoing shipments (delivery notes, waybills, stock release forms, etc.)
- Ensure proper archiving of warehouse records, both in physical and digital formats.
- Coordinate with procurement, transportation, and logistics/Ops teams to ensure timely and accurate stock dispatches and deliveries.



Supervision and Team Management

- Supervise and support warehouse staff including storekeepers and warehouse assistants.
- Assign tasks, monitor performance, and ensure adherence to safety and organizational standards.
- Provide on-the-job training to warehouse staff in stock management, handling of medical items, and hygiene standards
- Promote a safe and respectful working environment for all team members

Education	<ul style="list-style-type: none">• Secondary education.• Desirable warehouse management related studies
Experience	<ul style="list-style-type: none">• Experience as a Warehouse Supervisor and/or experience in MSF Logistics /Supply department.• Experience in medical stock management
Languages	Arabic is essential. English is desirable.
Knowledge	Essential computer literacy (word, excel and internet)

Application process:

In order to apply for this position please send your application via following email (msfocb-syria-jobs@msf.org). Please submit your **CV, together with a motivation letter and all relevant work and education certificates**, without supporting documents the application will be not accepted.

DEADLINE FOR SUBMITTING THE APPLICATION: 8th June 2025

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