



MSF Switzerland  
Swieda, Syria

MSF Switzerland (MSF-CH)

## JOB VACANCY – Project Coordinator Assistant

**Médecins Sans Frontières** (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **April 20, 2026, to June 30, 2026 (with the possibility of extension)**.

- **Position: Project Coordinator Assistant**
- **Number of Vacancies: 1**
- **Location: Sweida Governorate and its villages**
- **Posting Date: 17.03.2026**

### **Scope of responsibilities:**

Provide support to the Project Coordinator in the administrative part of coordination tasks, ensuring a smooth relation with local and national authorities, contributing to the context analysis and follow-up, providing translations and inter-pretng in order to ensure the smooth running of the project.

### **Main tasks:**

- Monitor and report on key issues (security, risk, etc.) to the Project Coordinator and provide support in analysing contextual information, through a sound knowledge of counterparts, in different administrations in order to improve decision-making processes.
- File and update field contacts and correspondence (with other NGOs, UN agencies, local authorities, media, etc) in order to ensure information sources accuracy and its availability on regular basis.
- Assist the Project Coordinator in the drafting of correspondences with authorities and counterparts (government officials, UN agencies, NGOs, etc.) in order to ensure fluent and accurate communication flows.
- Assist the Project Coordinator in Internal and External Communication sessions and events about MSF (for National staff, the Ministry of Health staff, as well as local authorities) in order to improve awareness and public opinion adhesion.
- Ensures the continuity of relations with local actors and keeps updated the list of contacts.
- Organize advocacy contacts and appointments for the Project Coordinator with local authorities and partners to ensure the continuity of relations with local actors and involved counterparts.

- Execute clerk-related activities as well as prepare and conduct briefings on the project context to new employees in order to facilitate their integration onboard and within the project environment.
- Translate documents and act as an interpreter when needed.

### **MSF Section/Context Specific Accountabilities**

- Being contactable by phone and available to assist PC with important security issues that may occur outside of regular working hours unless otherwise agreed with the PC (ex. Holidays)
- Pro-actively providing context and security updates about Suweyda to assist the PC:
- Assisting the PC in drafting the context part of the Project Document.
- Maintaining the security dashboard updated (GeoApp).
- Supporting the PC in drafting weekly context analysis based on recent security events / political developments.
- Preparing and conducting cultural briefings on the project context to new employees (national and international).
- Organizing contacts, writing meeting minutes and contributing to the meeting logbook.

### **Recruitment criteria**

**Education:** • University Diploma Level. Relevant professional experience may substitute for formal education.

**Experience:**

- Desirable previous experience in similar jobs / responsibilities in the field of humanitarian aid with MSF or other NGOs
- Essential: Demonstrated experience working with local authorities, community leaders, NGO or local associations.

**Languages:** Mandatory, bilingual in both English language and Arabic languages.

**Skills:**

- Essential computer literacy (word, excel, Internet/social media)
- Excellent understanding of MSF's principles and values
- Knowledge of and interest in humanitarian issues
- In-depth contextual knowledge and analysis skills
- High level of knowledge of local culture and customs

**Competencies:**

- Results and Quality Orientation L2
- Teamwork and Cooperation L2
- Behavioral Flexibility L2
- Commitment to MSF Principles L2
- Stress Management L3

## **How to Apply:**

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a smartphone.

**The deadline is no later than 24<sup>th</sup> of March 2026**

<https://forms.gle/REqUFtG9CNdPRryp8>



**Only short-listed candidates will be contacted.**

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

**We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.**

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection *of the most suitable candidate*. *Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.*



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***No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.  
MSF reserves the right to refuse to hire a candidate who has benefited from such acts.***

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.