

Job Announcement (Internally & Externally)

SUPPLY ACTIVITY SUPERVISOR Based in Nawa in Daraa Governorate

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: **SUPPLY ACTIVITY SUPERVISOR** – Full Time.

Requirements for the position	
Education:	Essential secondary education, desirable diploma in Business administration or other relevant field.
Experience:	- At least 1 year of experience in similar position, desirable with NGOs. - Knowledge of global supply chain in the commercial sector desirable. - Other related certification and training attended in supply chain will be an added advantage.
Languages:	Arabic and English languages are essential.
Others:	Highly essential knowledge of use of computer (good knowledge of outlook, excel, word, power point and etc).
Main responsibilities	
Place of work:	Nawa in Dara governorate
Level:	6
Contract of Employment	Service Agreement for 1 month, renewable.
Main objectives	Planning and supervising the execution of supply activities in the project for one or more areas of the supply program (Warehouse, Procurement and Transport etc.) according to MSF protocols and standards in order to ensure the optimal functioning of the mission
Main responsibilities and tasks	Purchasing and Procurement - Planning and coordinating, day to day supply chain activities in the project aligning the project needs, implementing better follow up of purchases and deliveries. - Order Processing, ensures all procurement requisition forms (internal request) are treated according MSF supply chain guideline and the Table of validation thresholds - Develop a procurement tracker (follow up tool) to have the visibility of the order processing and better procurement KPI. - Communicate efficiently both internal and external to ensure clients satisfaction is reached. - Conduct market assessment in Nawa, Daraa and beyond to have a better sourcing choices of markets to obtain better prices and quality. - Over time Develop long term purchase frame work agreements with reputable and well established suppliers in the market, this will boost the Agility of the supply chain. - Maintain good relations with vendors and to be able to keep MSF reputations to the community, through competitive and transparent purchases. Stock management: - Ensures Stock inventory is carried out quarterly per year following MSF inventory and stock management practices. - Stock replenishment criteria for consumables (Hygiene and Stationaries) and stock turnover on 3 months bases. - Monitor inventory levels through logistix7 database, stock cards and Stock request. - Update stock documents regularly after stock movements (stock cards) - Ensure good storage conditions for stock is Maintained, free from humidity, rodents and theft.

	- Ensures all the inventory and stock practices of FIFO, FEFO LIFO are well integrated into the stock management depending on the nature of the stocks. - Share monthly stock Review report to Log manager database to Deputy supply chain coordinator in capital. 3. Transportation. - Responsible to receive freights coming into the project and deliver to the requestors or store them in the warehouse. - Equally responsible for local transportation and freight management inside the project, vehicle and truck rentals - Establish a long term services agreements on services needed for day today running of MSF activities in Daraa. 4. Support. - During emergency responsible, Supply activity supervisor shall be detached to where there is a need to support the emergency response team. - In terms of Gap-filling, supply activity supervisor shall be requested to support where is needed, in other projects or capital, depending on the locations of interventions.
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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://docs.google.com/forms/d/e/1FAIpQLScGCpnVM0YXTLLqO9VG77fE9QOcDmWuGfI1tlduyJh6SFjlpw/viewform?usp=publish-editor>



Only shortlisted candidates will be contacted through their email address.

Closing date: 22nd November 2025

Important notes:

- Please note that only CVs submitted in English will be considered during the screening process. We regret that CVs submitted in other languages cannot be accepted, in order to ensure consistency in the review process.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- 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.