



JOB PROFILE

A Facilities operator

International Operations Department – Middle-East / Syria, Damascus coordination

Date updated: January 2026

MAIN RESPONSIBILITIES

Under the supervision of the Administrative advisor, the Facilities operator ensure the premises and furniture are kept clean and well maintained. She/he maintain a standard of hygiene and cleanliness.

WORKING RELATIONSHIPS

- **Hierarchical link:** Logistics assistant
- **Functional link (if any):** N/A
- **Other:** He/she work in close collaboration with all staff of the mission (Program, logistics...).

ROLES / TASKS

1. Cleaning

- Dusting furniture and equipment
- Cleaning windows when necessary
- Sweeping and mopping floors according to the premise schedule
- Cleaning the kitchen according to the premise schedule (washing-up during the week, cleaning the worktop, sink, cooker, fridge, etc.)
- Managing waste according to the premise schedule (emptying waste-paper baskets and bins, taking them for incineration or collection, depending on the possibilities)
- Cleaning and disinfecting the sanitary facilities according to the premise schedule (WC, washbasin, shower, bath, etc.)
- Sweeping and collecting any rubbish from the immediate surroundings (terrace, courtyard, garden)
- Managing maintenance products and equipment
- Replenishing toilet paper, towels, and tea towels where necessary
- Reporting malfunctions of installations or equipment
- For individual accommodation:
 - Laundry (washing and ironing)
 - Preparing beds in the guest rooms
- For office:
 - Providing, serving, and managing stocks of refreshments (tea, coffee, sugar)
 - Where required, preparing meals during the week (see Cook)
 - Participating in the preparation of event activities

The list of tasks is not intended to be exhaustive and other tasks may be requested by the line supervisor. In addition, a certain degree of flexibility and adaptability is expected from the collaborator according to the potential evolution of the mission's constraints.

REQUIRED PROFILE

Training & Experience

- Two years' experience as cleaner or Facilities operator
- Two years' experience in the international NGO field as cleaner or Facilities operator

Skills

- **Technical**
 - Understand and apply the rules and procedures of cleaning and hygiene
 - Diagnose the state of cleanliness of the areas to be maintained and use the correct equipment
 - Use work organisation techniques
 - Adapt the service to the flow of people
- **Soft**
 - Ability to work under a minimum of supervision
- **Languages**
 - Fluency in Arabic is mandatory
 - Fluency in English is an asset

CONDITIONS OF EMPLOYMENT:

- Type of contract: Service contract
- Duration: 6 months
- Starting date :February 10th 2026
- Rhythm: part-time
- Location: position based in Damascus
- Related occupation : category 1, ~ 580 USD

Application:

Send a CV and Cover Letter by email to: recruitment.syria@medecinsdumonde.net.

Object of the Mail : SYR / HR / FAC OPE

Application & all required documents must be submitted in English.

Applications that do not respect these guidelines will not be considered.