

## Job Announcement (Internally & Externally)

### PROJECT COORDINATOR SUPPORT at MSF SPAIN

#### Based in HOMS 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: **Project Coordinator Support** – Full Time in HOMS.

Requirements for the position	
<b>Education:</b>	<ul style="list-style-type: none"> <li>• University Degree, preferably in the field of Social Sciences (Political Sciences, International Public Law, Anthropology, Economics, etc.) or equivalent.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Essential: Experience in and exposure to working in a complicated political, security and humanitarian environment.</li> <li>• Essential: Experience in data collection, reporting and analysis.</li> <li>• Desirable two years previous experience in similar jobs in the field of humanitarian aid with MSF or other NGOs</li> <li>• Desirable: Management experience and native of HOMS governorate of Syria.</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>• Essential: Fluency in Arabic and English, (high level command oral and written).</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Essential computer literacy (Word, Excel, Internet/social media).</li> <li>• Excellent understanding of MSF's principles and values.</li> <li>• Knowledge of and interest in humanitarian issues.</li> <li>• In-depth contextual knowledge and analysis skills.</li> <li>• High level of knowledge of local culture and customs.</li> </ul>
Main responsibilities	
<b>Place of work:</b>	<ul style="list-style-type: none"> <li>• HOMS Governorate</li> </ul>
<b>Level:</b>	<ul style="list-style-type: none"> <li>• 8</li> </ul>
<b>Contract of Employment</b>	<ul style="list-style-type: none"> <li>• Service Agreement for 1 month, renewable.</li> </ul>
<b>Main objectives</b>	<p>Providing support to the Project Coordinator in the security management and the coordination tasks, ensuring a smooth relation with local and national authorities and contributing to the context analysis and follow-up according to MSF protocols, standards and procedures in order to ensure the smooth running of the project.</p>
<b>Main responsibilities and tasks</b>	<ul style="list-style-type: none"> <li>• Supports the Project Coordinator (PC) on the ground in managing relationships with DoH/partners/other stakeholders.</li> <li>• Proactive scanning of humanitarian and security context.</li> <li>• Feeding of the weekly event register(WER)for the project and proactive analysis of incidents and events as necessary raising alerts and red flags promptly with the PC.</li> <li>• Opportunities and risk identification within the project area.</li> <li>• Proactively continue to scan the project area of intervention in order to follow how the program is perceived by local community and other stakeholders including private providers</li> <li>• Together with the PC,analyse program impact and how to correct program direction to ensure MSF visibility, impact and satisfaction of the community.</li> </ul>

- Monitor the risks and threats around the project, documenting the situation and analyzing the consequences of political decisions or negotiations in course, in order to bear witness of and to render the populations' distress public.
- Participating in the project management team meetings and contributing to the weekly/monthly/yearly strategies of project management, changes desired and Annual plans for the project.
- Assisting the PC in drafting project management documents such as MOUs for partners, communication letters with the project stakeholders such as the community, authorities, partners and individuals within the project area.
- Helping the PC in writing and compilation of weekly, monthly and Annual reports as well as the Punto Infos.
- Helping the PC and the team in spearheading and conducting necessary surveys for the project such as post distribution surveys, mortality surveys, population needs assessment etc.
- Run errands for the PC in community engagement and supporting facilities of the project as necessary.
- If required, assisting / participating with rest of the team in evaluation and assessments (emergencies responses or development of project activities), context and security parts, redaction of reports / proposals of intervention.
- Participation in the update of security documents of the project.
- Performing assigned additional responsibilities or tasks as required by the Project Coordinator.

## HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV, education certificate, and ID through the below link:

<https://forms.gle/HA5HrehwsCszvydA6>

**Only shortlisted candidates will be contacted through their email address.**

**Closing date: Tuesday 7<sup>th</sup> April 2026**

## Important notes:

- Incomplete applications (no CV, ID, Education certificate) and sharing false information will lead to automatic disqualification.
- 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.
- This position is open to national candidates only.
- 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.