

## JOB VACANCY ANNOUNCEMENT- MSF OCB

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| <b>Job Title</b>                 | <b>Log Manager</b>                                 |
| <b>Employer</b>                  | Médecins Sans Frontières - Belgium                 |
| <b>Duty Station</b>              | <b>Damascus</b>                                    |
| <b>Deadline for applications</b> | 12 <sup>th</sup> July 2025                         |
| <b>Contract status</b>           | Service Agreement for 3 months, Possible Renewable |
| <b>Type of contract</b>          | Full time  |
| <b>Start Date</b>                | July/August 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](#)

### Main Objective of the position:

Planning, coordinating and monitoring all logistics related activities in the project or capital and providing support to medical assistance activities, according to MSF protocols and standards in order to ensure an optimal running of the project

**Accountabilities:**

- Assisting the Project Coordinator or Logistics Coordinator in the definition and follow-up of logistics activities in the project or capital, in conjunction with other medical project managers in order to identify and give a response to the needs of the targeted population
- Ensuring and monitoring the implementation of logistics/technical activities in the project / capital including the following:
  - Logistics: (construction, transport of goods and staff, communications, water and sanitation, vehicles and engines, equipment/installation and infrastructures, communications, installation and maintenance of functional office space(s) and lodging facilities for international staff in adequate living conditions)
  - WHS: implementation of water, health and sanitation activities
  - Supply: implementation and maintenance of an appropriate supply chain for the project
- Implementing all administrative related activities linked to logistics (orders, insurances, vehicle contracts, etc.).
- Participating in the planning and implementation, together with the Logistics Coordinator, the Project Coordinator and the HR Coordinator, the HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the logistics staff in the project / capital in order to ensure both the sizing and the amount of knowledge required to correctly perform all logistics activities.
- Ensuring technical reference for all logistics/technical issues in the project and providing coaching to logistics staff under his/her responsibility. Ensuring all staff in the Project is properly briefed about use of communication tools (handsets, HF/VHF, etc.).
- Defining and monitoring technical aspects of the project risk reduction policy, transport, communication, protection, identification and preparation of the technical aspects of the project security policy and guidelines, evacuation plan and contingency plan, performing day-to day monitoring of the application of security rules and reporting to the Project Coordinator any problem that may arise. For this purpose, the Project Logistics Manager will have to create an appropriate environment to facilitate security exchange of information.
- Participating in monthly reports according to guidelines

**MSF Section/Context Specific Accountabilities:**

- Following & analysing the key security events & major crimes in the project catchment area and ensure adequate reporting to PC & LogCo.
- Ensuring security practices & fire safety measures (fire safety plans, fire extinguishers, alarm system) are working and in place in all project facilities.
- Following up of monthly running expenses of facilities and invoices after verification to finance team in a timely manner (generator subscription, Electricity, water supply , internet etc).
- Participating actively in exploratory assignments and interventions in emergency situation at any part of the country as requested by PC or LogCo.



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| <b>Education</b>    | Essential secondary education and technical diploma or technical university degree, preferably as an engineer   |
| <b>Experience</b>   | Essential at least two years of working experience in logistics related activities. Desirable previous experience with <b>MSF</b> or other NGOs, and working experience in developing countries.  |
| <b>Languages</b>    | Fluent in Arabic and English  |
| <b>Knowledge</b>    | Computer literacy   |
| <b>Competencies</b> | <ul style="list-style-type: none"><li>• People Management and Development <b>L2</b></li><li>• Commitment to MSF Principles <b>L2</b></li><li>• Behavioural Flexibility <b>L3</b></li><li>• Results and Quality Orientation <b>L3</b></li><li>• Teamwork and Cooperation <b>L3</b></li></ul> |

**Application process:**

In order to apply for this position please send your application via following email ([msfocb-syria-jobs@msf.org](mailto: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: 12<sup>th</sup> July 2025**

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