



MSF Switzerland
Swieda, Syria

MSF Switzerland (MSF-CH) JOB VACANCY – Purchasing Officer

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 **March 01, 2026, to March 31, 2026 (with the possibility of extension)**.

- **Position:** Purchasing Officer
- **Number of Vacancies:** 1
- **Location:** Sweida Governorate and its villages
- **Residence:** Sweida Governorate and its villages
- **Posting date:** 10/2/2026

Scope of responsibilities:

Performing the day to day purchasing activities in a particular supply office (coordination or project level) according to MSF protocols and standards in order to ensure an optimal running of the mission/project.

Main tasks:

- Performing on a day to day basis the purchasing activities of a supply office, analyzing market sources and competitive pricing conditions among different suppliers in order to ensure an ongoing supply of goods, following the procurement procedures and according to MSF standards and protocols. Including the following activities:
- Constantly assessing the local market, seeking products and suppliers that offer the best value for money and negotiating prices in order to guarantee the best quality and pricing for MSF goods and commodities. Regularly updating the supplier-item-price data on the supply office and informing the Supply (Activity) Supervisor / Logistics Supervisor of all information or modifications to the data i.e. price, address, items available
- At the request of the line manager, obtaining different quotations from suppliers according to the MSF Purchasing policy and placing purchase orders to pre-selected suppliers with whom prices have been agreed.
- Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval.
- Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), managing advances issued by the Finance Department, etc.
- Updating information on purchase lists after purchases are made.
- Assisting in reception control process with the storekeeper
- Receiving orders and deliveries, identifying and reporting potential discrepancies against cargo manifest or others. Stores materials in accordance with the system in force in order to ensure continuous availability.

- Currently there is no logistics warehouse, but storage of small number of items is necessary for example (drinking water). So, one of the tasks for the purchaser is storing materials in accordance with the system in force in order to ensure continuous availability ensuring that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- In conjunction with the line manager, performing physical stock counts in accordance with the frequency previously defined. Following up stock levels with regards to alarms thresholds, stock out and expiry dates.
- Performing delegated tasks according to his / her activity and as specified in his/her job description.

Recruitment criteria

Education: • Secondary Education Essential, Commerce Related Studies Desirable.

Experience: • At Least Two (2) years experience in supply chain related jobs

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

Skills: • Basic Computer Literacy (Microsoft Office)

Competencies:

- Results.
- Teamwork.
- Flexibility.
- Commitment.
- Service.
- Stress Management.

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 16th February 2026 at 5:00 PM

<https://forms.gle/CsPSVoBVB7CDqVn4A>





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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.*

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.