

Médecins Sans Frontières - Switzerland
JOB VACANCY – Biomed Manager

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 is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** Biomed Manager
- **Location:** Damascus/Syria with regular visits to the field.

Scope of responsibilities:

Planning, coordinating and monitoring all logistics activities in the project related to Biomed equipment according to MSF protocols and standards in order to ensure an optimal running of the project

Main tasks:

- Participating in the definition of the objectives and planning of the biomedical activities including reviewing its annual budget in order to identify and give a response to the needs of the mission and the targeted population
- Monitoring and ensuring the implementation of the biomed activities in the project ensuring compliance to MSF standards, protocols and procedures, and reporting to the Project Coordinator on the development of the ongoing programmes. This includes the following:
- Monitoring and ensuring the implementation of biomed equipment management procedures in the mission (installation, disposal/renewal, correct use and maintenance) and ensuring a good follow up of the different maintenance contracts
- Ensuring that the preventive and curative maintenance, fault diagnosis, annual diagnosis and certification are performed for those items of equipment for which specialised training has been received
- Coordinating and organising between projects for equipment/support exchange (repair returns, installation and replacement) to help ensure that as few items are out of service on the mission at any given time. This includes the packing, shipment and contact with service providers or after sales service to the MSF Supply Centre for the repair of equipment that cannot be done locally
- Organizing, planning and ensuring an appropriate stock management including inventories of spare parts and back up equipment. Ensuring good following and quality assessment of company in the process of local purchase
- Managing the biomed technicians and elaborating their activities planning
- In collaboration with the Project Coordinator, Logistics Coordinator and the HR Coordinator, participating in the planning and implementation of HR associated processes (recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required to correctly perform all logistics activities pertaining to his area
- Providing technical support and training to staff on the use, control, preventive maintenance and basic repair of most common equipment. Managing the training of medical staff about hygiene on biomed equipment following the result of a regular assessment of medical services on these question
- Participating in monthly reports according to management guidelines and following up, analysing and reporting on the maintenance activities and on technical aspects of the work

Context Specific Accountabilities:

- Ensuring the implementation, monitoring, and validation of cold chain management procedures (vaccines, blood, reagents, temperature-sensitive items).
- Overseeing the installation, maintenance, calibration, and performance of all cold chain equipment (refrigerators, freezers, monitoring devices, backup systems like generators, UPS, AVR, ATS).
- Ensuring compliance with MSF cold chain standards and IPC protocols to maintain product integrity.
- Leading the drafting, update and implementation of the Country Specific Policy (CSP) for biomedical and cold chain equipment, ensuring alignment with MSF HQ guidelines and local context.

- Providing technical mentoring and capacity building for both MSF and Department of Health (DoH) staff to ensure sustainable biomedical and cold chain management.
- Acting as the focal point for biomedical and cold chain matters between Medical, Lab, Pharmacy, Supply, Logistics, field teams, coordination, and HQ referents.
- Ensuring integrated planning and communication across all units using biomedical or cold chain equipment.
- Ensuring updated inventories, maintenance logs, calibration records, temperature monitoring charts, alarms, and incident reports.
- Preparing monthly and quarterly technical performance reports covering biomedical and cold chain activity indicators.
- Ensuring the functionality, maintenance, and correct usage of backup electrical systems (generators, UPS, AVR, ATS) specifically supporting biomedical and cold chain equipment.
- Coordinating with internal and external service providers to support specialized maintenance, calibration, and equipment repair when needed.
- Supporting the training of medical staff on the correct and safe use of biomedical equipment.

Recruitment criteria

Education:

- Essential degree as a Biomedical technician, desirable degree as a Biomedical Engineer.
- Demonstrable technical skills and understanding.

Experience:

- Experience as a biomedical technician/engineer. (Minimum 2 years' experience)
- Pedagogical skills are an asset

Languages:

- Essential: English & Arabic fluency

Competencies:

- People Management L2
- Commitment to MSF Principles L2
- Behavioural Flexibility L3
- Result and Quality Orientation L3
- Teamwork and Cooperation L3
- Computer literacy

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a smartphone.

<https://forms.gle/KWy38vsvPP7UC9Qg5>



The deadline is no later than 09/12/2025 till 5:00 pm

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.