

MSF-FRANCE

INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

To support its Coordination Supply department and medical operations in Syria, MSF France is seeking a:

PURCHASING OFFICER

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Aleppo**
Need: **Up to 48 hours/week**
Start Date: **ASAP**

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

MAIN PURPOSE

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

ACCOUNTABILITIES

- 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
- Performing delegated tasks according to his / her activity and as specified in his/her job description

MSF Section/Context Specific Accountabilities

- **Order Management & Planning**
 - **IR Management:** Serve as the primary focal point for receiving and encoding all Internal Requests (IRs) into the supply system.
 - **LP Management:** Establish a structured procurement calendar, designating specific days for documentation, active purchasing, and file closure to optimize workflow.
 - **Order Analysis:** Regularly screen the Order Follow-Up (OFU) to group requests by category, ensuring efficient bulk procurement and streamlined logistics movements.
- **Procurement Planning & Sourcing**
 - **Market Management:** collect competitive quotations from local suppliers, conducting thorough bid analyses to compare offers.
 - **Document Management:** Generate detailed local purchase documentation in strict accordance with the MSF Local Purchasing Policy and established validation tables.
 - **Strategic Contracting:** Partner with the Line Manager to implement Framework Agreements (FWAs) for high-impact, frequently purchased item families.
 - **Financial Integrity:** Ensure all invoices are detailed, translated into English, and fully validated to facilitate the payment process.
- **Supplier Relations & Quality Control**
 - **Database Management:** Update the mission's price lists and supplier database on a weekly basis to ensure accurate market data.
 - **Reception & Inspection:** Supervise the receipt of goods, verifying that all items are in optimal condition with acceptable expiry dates before delivery to the warehouse.
 - **Delivery Management:** Coordinate with vendors for direct delivery to the warehouse whenever possible to reduce unnecessary handling.
- **Reporting & Support**
 - **Proactive Communication:** Promptly report operational challenges to the Line Manager and collaborate with requesters to find solutions, such as identifying alternative products for out-of-stock items.
 - **Human Resources:** Coordinate with the HR department to manage daily workers required for loading, offloading, or other supply tasks.

Accountability: Act as the designated backup for the Line Manager during their absence and perform additional expertise-related tasks as operational needs arise.

REQUIREMENTS

Education Essential, secondary education; commerce related studies desirable

Experience At least 2 years' experience in supply chain related jobs



- Languages** Essential mission working language and local language
- Knowledge** Essential computer literacy (Word, Excel, Power Point and Internet)
- Competencies** Results and quality orientation; teamwork and cooperation; behavioral flexibility; commitment to MSF principles; service orientation; stress Management

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/oEwjwFsqNCP1wEjf9>

CLOSING DATE 12 AUGUST 2026, AT 5:00 P.M



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**