

Job Vacancy Announcement
(Internally and Externally)

Logistics Supervisor – MSF

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.

Job Family	Logistics and Supply
Place of Work	Albukamal- Syria
Level	6 income tax and social security deductions applicable on MSF Contract
Contract of Employment	Service Agreement for 3 months, Renewable

Objectives of the position:

Supervising the daily logistics activities and providing maintenance to the **MSF** equipment, facilities and infrastructures, according to **MSF** standards and protocols in order to maintain the facilities in perfect conditions and collaborate in the development of the mission.

Accountabilities

- Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment according to MSF standards
- Ensuring the check and follow-up of facilities under the line manager's supervision through daily visits to the facilities and reporting any anomalies or problems, evaluation of the rehabilitation needs and following up minor building rehabilitation work according to supervisor's instructions; checking that premises observe security norms and monitoring the consumption of mechanical and electrical vehicles/machines/devices
- Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to MSF standards
- Coordinating and leading the logistics team under his/her responsibility which includes daily supervision, monitoring of the quality of work and the definition of each person's task, drawing up their working schedules; organizing and leading team meetings; participating in the recruitment of team personnel and attending logistics meetings and accounting for his activities
- Ensuring the vehicle fleet maintenance which includes planning and overseeing timely preventive and curative maintenance of all project vehicles according to MSF standards and Instructing and monitoring drivers on correct driving habits and standard checks
- Managing and following up orders which includes collecting logistics orders coming from different departments or health facilities; drawing up and following up orders according to the procedures in force; providing technical support to the storekeeper, makes local purchases according to MSF supply procedures and ensures reception conditions of freight or arriving material as well as the organization and setting up of materials before its shipment
- Support to Emergency Preparedness and Response: Contribute to contingency planning and emergency logistics coordination, ensuring rapid mobilization of resources, pre-positioning of stocks, and readiness of transport and infrastructure.

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

- **Waste Management and Environmental Safety:** Oversee proper disposal of hazardous and non-hazardous waste, ensuring compliance with MSF environmental protocols and local regulations.
- **Cold Chain Oversight:** Monitor cold chain systems for temperature-sensitive items, ensuring proper installation, maintenance, and documentation of temperature logs.
- **Applied Security:** Implement and monitor logistics-related security measures, including access control to facilities, equipment safeguarding, and coordination with security focal points. Ensure regular fire safety training, timely replacement of expired fire extinguishers, and monthly follow-up on hibernation food stocks.
- **Asset Tracking and Lifecycle Management:** Maintain accurate records of logistics and medical fixed assets, monitor their usage, and support planning for maintenance, replacement, or decommissioning.
- **Support to Infrastructure Rehabilitation Projects :** Assist in planning and supervising larger-scale rehabilitation works, coordinating with contractors, technical teams, and supply units to ensure timely execution and quality control.
- **Documentation and Reporting :** Prepare and submit regular logistics reports covering fleet status, infrastructure condition, energy consumption, and team performance to support operational planning and donor compliance.
- **Training :** Organize and deliver technical training for logistics staff on maintenance procedures, safety protocols, and MSF standards to strengthen team capacity and performance.
- **Coordination with Supply and Medical Teams:** Liaise with supply and medical departments to ensure logistics support aligns with operational priorities, including timely delivery of medical items and setup of health facilities.
- **Flexibility:** Willingness to support tasks outside your core responsibilities when requested by your immediate super-visor, in alignment with operational needs and team priorities

Requirements

Education	• Essential secondary education and formal technical training
Experience	• At least one year in MSF or 2 years in a similar post out of MSF
General experience	• Years of experience related to the activities of the logistics supervisor position
Language	• English language essential. Arabic language desirable
Knowledge	• Computer literacy

“candidates from or living in BKML preferred”

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/RDanrdKhax>

Only shortlisted candidates will be contacted through their email address.

Opening Date: 30/11/2025 , Deadline of Application: **7/12/2025 5:00 pm**

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