

Job Vacancy Announcement
(Internally and Externally)

MAINTENANCE AGENT – MSF (FOR AL-BUKAMAL RESIDENTS ONLY)

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	2
Contract of Employment	Service Agreement for 6 months, Renewable

Objectives of the position:

Perform repair / maintenance / construction works, according to the supervisor's instructions and **MSF** standards, in order to ensure proper operations and prevent faults / deterioration of **MSF** equipment / installations / infrastructures.

Accountabilities

- Carry out all minor works (construction, repairs, etc.) requested by the line manager, as well as any task identified by the employee and approved by the line manager.
- Perform regular maintenance of **MSF** installations / equipment / infrastructures (base, house, store, warehouse, health centre, hospital, etc.), particularly in line with a preventive maintenance plan (procedures to follow, schedule, etc.).
- In the event of faults / deterioration, diagnose the problem and propose possible solutions to the line manager and/or technical adviser.
- Perform any necessary tests / checks to confirm the proper operation of the installation or equipment after repair.
- Ensure effective management, protection and care of work tools (including site installations under the employee's supervision) and keep the workshop tidy.
- Ensure that there are adequate stocks of consumables and materials for minor repairs and manage those stocks; placing orders in time.
- Keep all documents related to installations / equipment / infrastructures in order and update them regularly.
- Immediately inform the line manager of any problems that arise in the course of the work, particularly with regard to damage, loss, theft or attempted break-ins.
- Assist logistics department for any related work needed

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

- **Daily Facility Checks** Conduct routine inspections of guest house, office, DNH and warehouse premises to identify maintenance needs, safety risks, or equipment malfunctions. Report findings and take immediate action when required.
- **Warehouse Infrastructure Support** Maintain warehouse structures, loading areas, and storage systems to ensure safe handling of goods. Support installation of shelving, lighting, and ventilation systems as needed.
- **Office Functionality and Ergonomics** Ensure office spaces are well-maintained, including desks, chairs, lighting, electrical outlets, and air circulation. Support setup and rearrangement of workstations as requested.
- **Energy and Water Systems Monitoring** Monitor the functionality of generators, solar systems, water pumps, and tanks. Perform basic servicing and report any performance issues to the logistics team.
- **Support During Movements and Deliveries** Assist with loading/unloading of goods, securing storage areas, and preparing facilities for incoming shipments or staff movements.
- **Maintain an updated inventory of tools and maintenance equipment.** Ensure tools are stored securely, used properly, and replaced when worn or damaged.

Requirements

Education	<ul style="list-style-type: none"> • Minimum literacy required
Expérience	<ul style="list-style-type: none"> • Previous experience working with MSF in logistics or maintenance roles is an asset
IGO/NGO Experience	<ul style="list-style-type: none"> • Experience working with INGOs/NGOs in maintenance, construction, or facility support roles is desirable.
Language	<ul style="list-style-type: none"> • Arabic Language and local dialect , English Language is desirable

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/gFKSMuCRWs>

Only shortlisted candidates will be contacted through their email address.

Opening Date: 15/01/2026 , Deadline of Application: **26/01/2026 4:30 pm**

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Published on 15/01/2026

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