



JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	HEAD OF MISSION SUPPORT
Employer	Médecins Sans Frontières - Belgium
Duty Station	Damascus
Deadline for applications	25 th September 2025
Contract status	Service Agreement for 3 months, Possibility of Renewal
Type of contract	Full time
Start Date	As soon as possible

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بل حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

Check the links:

[Médecins Sans Frontières أطباء بل حدود](#)

[Médecins Sans Frontières T-shirt أظف أطباء بل حدود - م](#)

Main Objective of the position:

Supporting the Head of Mission in security management and coordination tasks, ensuring a smooth relation with local and national authorities, contributing to the context analysis and follow-up, management of information, providing translations and interpretations according to MSF protocols, standards and procedures.

Accountabilities:

- Supporting the HoM in promoting and protecting the MSF image externally and assisting in context analysis, disseminating relevant context information to the coordination team, regularly informing them on key issues, updating general information on the context for MSF internal documents and advising on cultural appropriateness of organized activities and individual behaviours.
- Analysing the risks and the security level of the context of the mission and assisting in conducting risk assessments and in the development of security plans for the mission and projects. Advising the PC and HoM on aspects of security management.
- Establishing and maintaining external relationships with relevant authorities and stakeholders. Keeping good knowledge of counterparts in different administrations and departments and keeping up to date records of field contacts (other NGOs, UN agencies, local authorities, etc.) verifying that they are easily accessible, in order to facilitate contacts and meetings.
- At the request of the Head of Mission, assisting the HoM or representing MSF in meetings (NGOs, official bodies and administrations, etc.) and preparing full report.
- Ensuring the follow up of relevant administrative dossiers such as the MSF registration in the country, work permits, immigration policies, national protocols, etc.
- At the request of the HoM, preparing and conducting an information briefing, focusing on the country context for International Regional and Relocated Staff.
- Guide and facilitate the management of MSF information and essential records and documents by the mission team, following MSF policies and guidelines.
- Translating sensitive documents and acting as an interpreter when needed. Writing letters and correspondences with officials and partners and preparing reports, internal memos and formal requests. Monitoring the correspondences in the absence of the HoM.
- Assist in the elaboration of the advocacy plan of the mission in collaboration with the PC ,MedCo and the Communications responsible and support its implementation and follow up.

Requirements

Education	<ul style="list-style-type: none"> • University degree or similar level of education
Experience	<ul style="list-style-type: none"> • Experience in humanitarian aid is an added value. • Essential strong understanding of the workings of the different administrations of the country • Experience working in political, security and humanitarian issues in the country
Languages	<ul style="list-style-type: none"> • Essential: fluency in Arabic and English (high level command in oral and written communication).
Knowledge	<ul style="list-style-type: none"> • Computer proficiency in MS Excel and Word • Good analytical skills about Syria and the middle east • Excellent communication and diplomatic skills, including writing skills
Competencies	<ul style="list-style-type: none"> • Commitment to MSF Principles L2 • Behavioural Flexibility L3 • Results and Quality Orientation L3 • Teamwork and Cooperation L3 • Respect deadlines



Application process:

In order to apply for this position please send your application through this email (msfocb-syria-jobs@msf.org), Write the Subject Line **HEAD OF MISSION SUPPORT, Damascus** Please send your **CV in English, together with a motivation letter and all relevant work and education certificates**, without supporting documents the application will be not accepted.

Only short-listed candidates will be contacted.

Female applicants are highly encouraged to apply.

DEADLINE FOR SUBMITTING THE APPLICATION: 25th September 2025

We are an equal opportunity employer; we do not charge a fee for any applications received.