

JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	Project Coordinator Support
Employer	Médecins Sans Frontières - Belgium
Duty Station	Latakia
Deadline for applications	16th November 2025
Contract status	3 months Service, possibility of renewal
Type of contract	Full time
Start Date	As Soon as possible

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بلا 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 بلا حدود](#)

[Médecins Sans Frontières T-shirt](#) [أطباء بلا حدود - موظفي](#)

Main Purpose

Providing support to the Project Coordinator in the security management and the coordination tasks, ensuring a smooth relation with local and national authorities and contributing to the context analysis and follow-up according to MSF protocols, standards and procedures in order to ensure the smooth running of the project.

Accountabilities :

- Representing MSF externally together with the Project Coordinator (PC) or alone (when delegated) and negotiating on behalf of the project coordination in close cooperation with the PC and based on beforehand agreed messaging. Assisting in Safe guarding and promoting MSF's image externally.
- Monitoring, analysing and reporting on key issues (security, risk, etc.) to the Project Coordinator and providing in depth, comprehensive contextual information in order to improve understanding and decision-making processes. Maintaining the incident database and providing a biweekly context analysis based on recent incidents and developments.
- Assisting in exploratory missions and assessments as needed and participating in the development of security plans.

- Assisting the Project Coordinator in Internal and External Communication sessions and events about MSF in order to improve awareness, understanding of MSF principles and services and public opinion adhesion. Write meeting minutes and contribute to the meeting logbook.
- Ensuring the continuity of relations/networking with partners and local actors and filing and updating contacts and correspondence in order to ensure information sources accuracy and its availability on regular basis. Organizing advocacy contacts and appointments for the Project Coordinator. Translating and reviewing documents and acting as an interpreter when needed. Assisting the Project Coordinator in the drafting of correspondences with authorities and counterparts in order to ensure fluent and accurate communication flows.
- Preparing and conducting context and cultural briefings on the project context to new employees (national and international) in order to facilitate their integration and within the project environment.
- Being contactable by phone and available to assist the Project Coordinator with important context and operational issues that may occur outside of regular working hours unless otherwise agreed with the PC (e.g., holidays).
- Performing assigned additional responsibilities or tasks as required by the Project Coordinator.

MSF Section/Context Specific Accountabilities:

Security & analysis: Demonstrated ability to collect, verify, triage, and synthesize incident data into concise written briefs; familiarity with risk analysis and basic security principles for NGOs.

Requirements:

Education	University Diploma Level, preferably in the field of Social Sciences (Political Sciences, International Public Law, Anthropology, International Relations, Law, Public Administration, Journalism/Communication, or a related field; or equivalent professional experience., etc.)
Experience	Minimum 2 years in humanitarian/context analysis, liaison, or access/negotiations with authorities and community actors in Syria , exposure to working in a complicated political, security and humanitarian environment. In depth-knowledge of Latakia Governorate.
Languages :	Arabic (native/near-native, inc. excellent Modern Standard Arabic for formal letters) and English (B2–C1) with strong report-writing skills in English.
Knowledge :	Strong understanding of Latakia governorate geography, actors, administrative procedures, and social dynamics (including sensitivities around sectarian perceptions).
Communication:	Excellent interpersonal skills, cultural sensitivity, and the ability to represent MSF neutrally with authorities, community leaders, and other stakeholders.
Integrity & ethics:	Alignment with MSF principles (neutrality, independence, impartiality); strict confidentiality, anti-fraud/anti-corruption compliance.
Availability & stress management:	Comfortable with after-hours/on-call support by phone when needed; able to work under pressure and meet short deadlines.

Application process:

Interested applicants should fill in the application: [Application Form Project Coordinator Support Latakia – Fill out form](#)

And send the CV in the application.

Deadline for applications: 16th November 2025.

Only short-listed candidates will be contacted.

Only submitted CVs through the application will be considered.

Preferable Candidates should ideally be based in Latakia, or able to commute on short notice to the work location.

Female applicants are highly encouraged to apply.

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