



JOB DESCRIPTION

Logistics Officer

International Operations Department – Middle-East / Syria, South-Damascus

Date Update: January 2026

MAIN RESPONSIBILITIES:

The Logistics Officer will play a key role in establishing and supporting MdM's logistics operations in Syria. Under the direct supervision of the Logistics Coordinator and in coordination with the HQ Logistics Advisor and technical leads, the position holder will oversee logistical planning, systems setup, and operational support to ensure the efficient launch and implementation of MdM programs.

During the mission establishment phase and until the Damascus Coordination Team is fully in place, the Logistics Officer will provide essential support in procurement processes, supply chain setup, warehouse and asset management, fleet and movement coordination, facility identification and contracting, and communication systems installation.

The Logistics Officer will ensure that logistics procedures align with MdM standards and compliance requirements, providing technical guidance and operational support to field logistics teams and contributing to a safe, efficient, and compliant working environment.

WORKING RELATIONSHIPS:

- Hierarchical link: **Logistics Coordinator**
- Functional link: **Logistics Advisor** based in HQ
- Team under his/her direct supervision: **Drivers**

ROLE & RESPONSIBILITIES:

1. Supply chain Management

- Generates and prepares MR (Mission Requests), QR (Quotation Requests), EG (Evaluation Grids), PO (Purchase Orders), and Purchase/Service/Works contracts according to MdM Purchasing procedures.
- Verifies with each requester that the Mission Requests (MRs) have all necessary information for processing and submit the requests to the relevant stakeholders for approval.
- Carry out local market assessments to maintain an updated record of Price List and vendor's profiles
- Supervise the quality of the products and services provided, timeframes and the competitiveness of prices.
- Participate to the identification of risks linked to the supply chain and their anticipation, implements and follows the action plan approved by the Logistics Coordinator to mitigate those risks, and ensures the stability of supply activities.
- Regularly tracks ongoing procurements through the Procurement Follow-up & Contract Follow-up tools and proceeds to send all relevant documents for payments to the Finance department in a timely manner.
- Controls the quality, quantity and timing of the goods and services ordered and delivered.
- Ensure that all documents relating to purchase requests are correctly filed and archived (soft and hard copy). Ensures the good archiving of purchase files.

2. Transport Management

- In coordination with all the base stakeholders, enables and ensures the team's movement needs.
- Collects and tracks Mission Requests regarding movement of people and goods and sends all relevant documents for payments to the Finance department in a timely manner.
- Maintains up-to-date the movement plan tool and makes sure all stakeholders send their movement needs & documents in a timely manner.
- With the Program teams, organizes the movements of people and distributions plans to appropriate field activity locations.
- Monitors compliance with MdM transportation procedures and documentation (waybill, packings list, Delivery Notes...)
- Establishes the set of transport documents for international freights.
- Regularly inspects all MdM vehicles & drivers to ensure safety and compliance with MdM transportation procedures.
- Tracks car movements through MdM Logbooks
- Ensures MdM drivers and/or MdM staff fills the logbooks correctly.
- Compiles all MdM movements in the Monthly Fleet Report.

3. Stocks, Assets & IT Management

- Create the documentation relevant to items stored in the office, guesthouse and warehouse.
- Regularly crosscheck inventory levels (physical counts).
- Ensure that all items are well organized and correctly stored, well protected, fully identified and easily accessible.
- Ensures the good management of the stock (inventory, safe warehousing, selling, transport..).
- Ensure that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- In charge of monthly procedures for equipment and materials (updating the equipment statement and identifications cards)
- Supervises the management of logistical stock
- Based on operational needs, and in direct coordination with the managers, contributes to the definition of priorities, technical specifications and calendar of implementation of works and jobs and maintenance of the installation and equipment.
- Ensures purchase, delivery and follow up of all equipment in collaboration with line and technical managers.
- Ensures installation and maintenance of working spaces and lodging facilities in an adequate living condition as well as all the equipment required.
- Ensures the proper use and maintenance of IT (computers, software, backups, etc.) and communication tools as well as the communication means in the operation (including numbers, frequencies), allowing permanent communication between the stakeholders. Ensures all staff in the base benefits from proper training on how to use communications equipment available, when appropriate

4. Premises Management

- Responsible for the maintenance of the equipment in the office & GH.
- Follow up the repairs when needed: contact the repairers and buy material needed.
- Ensure that consistent supply of office essentials is done when necessary.
- Ensure that the maintenance and well-functioning of the equipment and IT in the whole office & Guest Houses is done when necessary.
- Ensure utilities and bills (water, electricity, internet) in office and guesthouse are followed-up on and paid in a timely manner.

5. Participates in other logistics activities

- Participates actively in the definition and update of the base logistics budget and provides advice to the Logistics Coordinator and Budget Holders in the translation of the identified logistical / technical needs into objectives, priorities and resources needed for the operation.
- Monitors the implementation of logistics/technical activities ensuring compliance of MdM's standards, protocols and procedures, and reports to the logistics and field coordinator on the development of the ongoing operations and proposing reorientation strategies when needed.
- Contribute to security management
- Provides support to the coordination team during audits

- Sends to the Logistics Coordinator & Logistic Advisor at HQ regular, timely and accurate narrative and logistical reports:
 - Monthly Logistic Narrative
 - Procurement & Contract Follow-ups
 - Monthly Stock Follow-up
 - Monthly Fleet Follow-up
 - Monthly Asset Follow-up
 - Monthly Log Action Plan (for the coming month)

6. Manages his/her team

- Daily manages his/her team (leading, monitoring, motivating, etc.)
- Assesses the performance and developing the skills of team members
- Recruits the team members
- Organises and manages team meetings and regular and exceptional individual reviews
- Draws up and monitors individual action plans for team members
- Manages schedules and the distribution and coordination of work
- Conducts appraisal interviews with team members
- Provides technical support to team members
- Identifies the training needs of team members
- Creates, organizes and runs in-house training courses
- Manages team difficulties

The list of missions is not exhaustive and may change to reflect developments and specific needs.

REQUIRED PROFILE

Training & Experience

- University degree in Logistics, Supply Chain Management, Business Administration, or relevant field;
- Minimum 3 years experience in logistics, procurement, warehousing, and supply chain management within NGOs/humanitarian sector;

Skills

- **Technical**
 - Good knowledge of procurement procedures, asset/stock management, fleet management, and market assessments;
 - Strong interest in humanitarian logistics and field operations.
- **Soft**
 - Strong organizational and planning skills, with ability to manage multiple procurement and logistics tasks;
 - Excellent documentation skills, including preparing purchase files, delivery notes, asset lists, and stock reports;
 - Excellent time management and ability to prioritize tasks;
 - Proactive problem-solving skills, solutions-oriented mindset in operational environments;
 - Ability to work both independently and collaboratively with multidisciplinary teams;
 - Strong attention to detail and ability to verify and analyze procurement and warehouse data;
 - Commitment to deadlines and ability to report challenges in advance;
 - Strong communication skills, able to coordinate effectively with suppliers, colleagues, and field teams;
 - Ability to self-evaluate work, identify gaps, and propose improvements in logistics processes.
- **IT**
 - Excellent Microsoft Office skills (especially Excel/ Office 365 Tools)
- **Languages**
 - Fluency in Arabic is mandatory
 - Fluency in English is mandatory

CONDITIONS OF EMPLOYMENT:

- Type of contract: Service contract
- Duration: 6 months
- Starting date: March 1st 2026
- Rhythm: full-time
- Location: position based in Damascus, with regular travels on the field
- Related occupation: category 5, ~ 1 350 USD

Application:

Send a CV and Cover Letter by email to: recruitment.syria@medecinsdumonde.net.

Object of the Mail: SYR/HR/LOG OFFICER

Application & all required documents must be submitted in English.

Applications that do not respect these guidelines will not be considered.