

**Job Vacancy Announcement**  
(Internally and Externally)

**Supply Activity 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.

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|-------------------------------|--|
| <b>Job Family</b>             | Logistics and Supply   |
| <b>Place of Work</b>          | Deirezzor- Syria   |
| <b>Level</b>                  | 6 income tax and social security deductions applicable on MSF Contract |
| <b>Contract of Employment</b> | 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**

- Ensuring an effective running of the supply activities in the project on a day to day basis as specified by the line manager, ensuring compliance to MSF standards, protocols and procedures. The activities can include one or more of the following areas:
- Warehouse: Planning and supervising the execution of the Warehouse and Stock Management activities in the project or capital ensuring sufficient stock for the effective functioning of the supply activity to avoid stock ruptures, losses and excess stocks in the mission, controlling and monitoring the medical and non-medical stocks and assets and ensures that storage is carried out under optimum conditions.
- Procurement: Planning and supervising the procurement activities in the project or capital ensuring an efficient and on-time purchasing.
- Transport and Customs: Planning and Supervising the execution of all activities related to an efficient clearance and shipment of goods in the mission ensuring the clearing and the transport of medical and non-medical goods of the mission
- Other supply activities
- Communicating with customers, keeping them up to date concerning their order status and prioritizing procurement and transport according to their needs
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Ensuring smooth running of administration and procedures related to his/her supply activity(ies)
- Performing delegated tasks according to his/her speciality and as specified in his/her job description

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

- **Supply Chain Analysis and Reporting:** Monitor key supply indicators, analyze performance trends, and prepare regular reports to support strategic decision-making and enhance operational efficiency.
- **Coordination and Liaison:** Serve as the primary link between the project and coordination teams for all supply-related matters, ensuring timely communication, alignment of priorities, and resolution of operational bottlenecks.
- **Contingency Planning and Risk Mitigation:** Identify potential supply chain risks—such as access constraints or supplier delays—and develop contingency plans to ensure continuity of operations.
- **System Implementation and Optimization:** Support the rollout and integration of MSF supply systems (e.g., UniField, TSR, SMS, MSR, and stock layout) within the project, including user training and feedback collection for continuous improvement.
- **Budget Line Monitoring and Cost Control:** Track supply-related budget lines and ensure cost-effective procurement and transport practices in accordance with mission financial procedures.
- **Emergency Response Support:** Participate in emergency preparedness and response planning, ensuring supply readiness and rapid mobilization of resources when required.
- **Stock Inventory and Order Cycle Support:** Assist with regular stock inventories during each order cycle and contribute to the preparation of international orders for both logistics and medical supplies.
- **Market Assessment and Contracting:** Conduct market assessments and establish framework agreements through long-term contracts for consumable items, ensuring reliable and cost-efficient sourcing.
- **Flexibility:** Willingness to support tasks outside your core responsibilities when requested by your immediate supervisor, in alignment with operational needs and team priorities

#### **Requirements**

|                   |   |
|-------------------|---|
| <b>Education</b>  | <ul style="list-style-type: none"> <li>• Essential technical diploma or degree, in supply chain</li> </ul>  |
| <b>Experience</b> | <ul style="list-style-type: none"> <li>• 2-3 years in <b>MSF</b> Logistics Department, previous experience in supply chain activities related jobs</li> </ul> |
| <b>Language</b>   | <ul style="list-style-type: none"> <li>• English language essential. Arabic language desirable</li> </ul>   |
| <b>Knowledge</b>  | <ul style="list-style-type: none"> <li>• Computer literacy, Excel, Unifield desirable</li> </ul>  |

#### **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/0M7vnzzmNX>**

**Only shortlisted candidates will be contacted through their email address.**

Opening Date: 01/12/2025

Deadline of Application: **7/12/2025 5:00 pm**

Published on 30/11/2025

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