

Re- Advertised Vacancy (Internally & Externally)

- PROJECT COORDINATOR SUPPORT at MSF SPAIN-

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.

MSF SPAIN is advertising for the following position: **Project Coordinator Support** – Full Time

Requirements for the position	
Education:	<ul style="list-style-type: none"> University bachelor's degree, preferably in the field of Social Sciences (Political Sciences, International Public Law, Anthropology, Economics, etc.)
Experience:	<ul style="list-style-type: none"> Essential: Experience in and exposure to working in a complicated political, security and humanitarian environment. Essential: Experience in data collection, reporting and analysis. Desirable experience in working within Daraa Governorate in similar position. Desirable two years previous experience in similar jobs in the field of humanitarian aid with MSF or other NGOs. Desirable: Management experience.
Languages:	<ul style="list-style-type: none"> Arabic and English languages essential (high level command oral and written).
Others:	<ul style="list-style-type: none"> Essential computer literacy (word, excel, Internet/social media). Excellent understanding of MSF's principles and values. Knowledge of and interest in humanitarian issues. In-depth contextual knowledge and analysis skills. High level of knowledge of local culture and customs.
Main responsibilities	
Place of work:	<ul style="list-style-type: none"> Nawa, Daraa Governorate
Level:	<ul style="list-style-type: none"> 8
Contract of Employment	<ul style="list-style-type: none"> Service Agreement for 1 month, renewable.
Main objectives	<ul style="list-style-type: none"> 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.
Main responsibilities and tasks	<p>Networking:</p> <ul style="list-style-type: none"> Supports the Project Coordinator PC on the ground in managing and maintaining a good level of collaboration with stakeholders, taking part of regular information exchanges platforms with the other humanitarian organisations and agencies present in the field. Establishes, with the PC, a network of key actors in terms of security analysis, to share and exchange information on the context. Proactively continues to scan the project area of intervention for better understanding of how MSF and the program are perceived by local community and other stakeholders including private providers. Togther with the PC,analyse program impact and how to correct program direction to ensure MSF visibility, impact and satisfaction of the community. <p>Management:</p> <ul style="list-style-type: none"> Helps the PC in refining program strategies, objectives and indicators, activity planning, and required resources, with technical support from project team (including key Local Hired Staff LHS). Assists the PC in drafting project management documents such as MOUs for partners,correspondence with the project stakeholders such as the community,authorities,partners and individuals within the project area. Participates in the project management team meetings and contributing to the Weekly/Monthly/Yearly strategizes of project management,changes desired and Annual plans for the project.

Vac#2025005

	<ul style="list-style-type: none">• Helping the PC and the team in the establishment of a population health surveillance system and conducting necessary surveys for the project such as post distribution surveys, mortality surveys, population needs assesment etc. <p>Security:</p> <ul style="list-style-type: none">• Proactive scanning of humanitarian and security context.• Filling of the weekly event register(WER) for the project and proactive anlysis of incidents and events as necessary raising alerts and red flags promptly with the PC.• Monitors the risks and threats around the project, documenting the situation and analyzing the consequences of political decisions or negotiations in course, in order to bear witness of and to render the populations' distress public.
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HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and education certificate through this link:

<https://forms.gle/4cFmtgaWCURyripq5>

Only shortlisted candidates will be contacted through their email address.

Closing date: Thursday 17th July 2025.

Please note that due to the urgency to fill this position, you are encouraged to apply immediately as we will be reviewing applications on a rolling basis, therefore we may withdraw the position before the advertisement's closing date if we receive a sufficient number of candidates or a suitable candidate/s is identified.

Important notes:

- Only CVs in English will be considered. CVs in Arabic or any other language will not be accepted.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF is committed to promoting diversity and gender balance within its staff.
- Female candidates are strongly encouraged to apply for this position.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.