Job Vacancy Announcement (Internally and externally)

STOREKEEPER ASSISTANT

CONTEXT

Médecins Sans Frontières (MSF) is a private, non-profit international medical humanitarian organization dedicated to providing medical assistance to populations in crisis, without discrimination and regardless of race, religion, creed or political affiliation. **To support our operations across Syria, Arraqa, we are currently looking for the following position:**

STOREKEEPER ASSISTANT – LEVEL 2

Job Family: Logistics and Supply
Work place: Raqqa
Contract of Employment: 6 months contract with renewal possiblility.
Employer: MSF_OCA

Job Purpose:

Carrying out tasks of checking, recording and storing as well as preparing goods to be sent, according **MSF** standards and procedures and the storekeeper's instructions, in order to ensure proper orders' reception and dispatch.

Accountabilities

- Performing tasks as per the Storekeeper's instructions. This includes but are not limited to the following:
  - Receiving goods arriving to the store, checking its status/condition and amounts in the waybill
  - Preparing outgoing items in a clean and optimized way by appropriately packing, sealing and labeling goods, assisting with recording the exits on stock cards and project form, and ensuring good quality of cold chain when needed
  - Ensuring that goods are well organized and stored in a clean area to be visible and traceable i.e. assisting in the stock inventory, storing items according to nature and use, and ensuring that the temperature in the store is appropriate and items that require cold chain are correctly stored
  - Carrying out basic maintenance of the store, ensuring security conditions (keeping unauthorized staff out, locking, etc....)
- Ensuring cleanliness of common working areas
- Ensuring proper use, storage and maintenance of the equipment and tools provided
- Informing superiors of any incident that may occur in the course of his/her work
- Helping MSF staff carry heavy items, if necessary
- Stock Data Entry and Documentation: Support accurate recording of stock movements in inventory systems (e.g., stock cards, UniField, SMS, LSM, MSR), ensuring timely updates and proper documentation of receipts and dispatches.
- Support to Inventory Reconciliation: Assist in monthly, quarterly, and annual physical stock counts, helping reconcile discrepancies between physical stock, stock card and Unifield.
- Expiry dates and Batch Monitoring: Monitor expiry dates and batch numbers of stored items, especially medical supplies, and report any items approaching expiry to the Storekeeper or Supply Supervisor.
- File and maintain warehouse documents (GRNs, delivery notes, waybills, internal requisitions) ensuring supporting documents are complete, signed, and properly archived (hard and soft copies) respecting confidentiality and data protection rules related to stock information
- Maintain stock organization following FIFO/FEFO principles
- Support to Waste and Damaged Goods Management: Help identify and segregate expired, damaged, or unusable items, ensuring proper documentation and disposal procedures are followed according to MSF protocols.

We are an equal opportunity employer, we do not charge a fee for any applications received.
Only short-listed candidates will be contacted. ***Feb 2026***

- Cold Chain Monitoring: Regularly check and record temperatures of cold chain equipment (e.g., fridges, cold boxes), and report any deviations or equipment malfunctions immediately.
- Assist in receiving, checking, and recording incoming goods against delivery notes and purchase orders
- Packing support for Field Dispatches: Assist in preparing kits and packing materials for field deliveries, ensuring items are grouped and labeled according to destination and usage.
- Coordination with Transport Team: Liaise with drivers and transport staff during loading and unloading to ensure proper handling and documentation of goods.
- Support to Store Layout Optimization: Participate in reorganizing store layout to improve accessibility, safety, and traceability of items, based on usage frequency and category.
- Flexibility: Willingness to support tasks outside your core responsibilities when requested by your immediate supervisor, in alignment with operational needs and team priorities

Requirements	
Education	• Literacy essential. Essential knowledge of basic mathematics and use of measuring equipment.
Experience	• None is required
Knowledge	• Desirable ability to do basic repairs • Essential basic knowledge of mathematics
Language	• Local language essential. English language desirable
COMPETENCIES:	• Commitment to ORGANIZATION Principles L1 • Behavioural Flexibility L1 • Stress Management L1 • Results and Quality Orientation L1 • Teamwork and Cooperation L1 • Service Orientation L1- Results

How to apply:

Important to follow, otherwise the application will not be considered."

- Apply by filling in the required information and attaching your updated CV and the most relevant diploma for the position at the link below:

External Job Vacancy_STOREKEEPER ASSISTANT- داخليا وخارجيا إعلان عن وظيفة شاغرة – Fill out form

Or you can use this QR code:

No later than: 15/06/2026 - 5 :00 PM

- If any of the required documents are missing, the application will not be considered
- if any information provided in the Link Form questionnaire does not correspond with the details in your CV, your application will be rejected.

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