Vac#2026122

Job Announcement (Internally & Externally)

- BASE AND FACILITIES OFFICER –
Based in Nawa

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: **Base And Facilities Officer** – Full Time in Nawa**.**

Requirements for the position	
Education:	•Essential Secondary Education or specialization related to logistics.
Experience:	•Essential previous working experience of at least 2 years in relevant job or in the logistics department. •Experience in MSF or other NGOs in relevant job is an asset.
Languages:	•Arabic and English language are (essential) .
Others:	•Essential computer literacy (word, excel and Outlook).
Main responsibilities	
Place of work:	• Nawa, Daraa Governorate
Level:	• 5
Contract of Employment	• Service Agreement for 1 month, renewable.
Main objectives	• Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to MSF standards and protocols in order to have the material, infrastructure and vehicles in optimal running conditions.
Main responsibilities and tasks	• In coordination with Watsan and Log Manager, monitor maintenance activities of infrastructures, management of non-medical stocks and equipment according to **MSF** standards. • Planning together with the line manager the required checks and maintenance activities of energy systems/set-up according to **MSF** standards • Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures • Tracking consumption of supplies, fuel, lubricants, used in different facilities (office, house, store, etc.). • Checking the maintenance of the various open spaces (gardens, courtyards...) and ensuring that domestic waste is correctly discarded • Checking and ensuring the maintenance of **MSF** premises and facilities, as well as the general water supply, electrical, walls, ceilings etc. and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities. • Supervising the drivers and watchmen and follow up holidays and annual leave and updating the rosters • In coordination with WATSAN and Log manager, Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment according to **MSF** standards • Performing maintenance of logistics equipment for cold chain, energy, IT and radio communications, in particular: ○ Inventories and the reallocation of equipment. ○ Renewing the authorization to use radio material with local authorities. ○ Checking the quality of the work carried out on generators and electrical installations. • Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state.

	• Carrying out local purchases and ensuring that the line manager is aware of any problems linked to the quality or availability of the items to be purchased. • Participating in training at the request of the line manager.

HOW TO APPLY:

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

https://forms.gle/E8g4FEKAK8EZvR7T6

Or scan the QR code:

Only shortlisted candidates will be contacted through their email address or WhatsApp.

Closing date: 7 December 2026.

- **Important notes:**

- Only short-listed candidates will be contacted; no applications will be accepted after the deadline.
- Only CVs in English will be considered. CVs in Arabic or any other language will not be accepted.
- Incomplete applications (no cv, certificate) and sharing false information will lead to automatic disqualification.
- Female candidates are strongly encouraged to apply.
- MSF never asks for money from candidates at any stage of recruitment process. Besides, no monetary transactions, neither demands of favors in kind, nor other types of favoritism will be tolerated in the recruitment process, and they may be pursued through the judicial system.
- One month Service Agreement is Initially offered through a renewable 1-month service agreement due to administrative registration requirements. This is a temporary arrangement and should not be interpreted as the expected duration of the position.
- At MSF, our work is guided by a set of core values and principles. We invite you to learn more about them here: https://www.msf.org/who-we-are#principles