

Médecins Sans Frontières

JOB VACANCY – Project Coordinator Assistant (Swaida)

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF is currently seeking to employ a qualified candidate for the following position with **a contract until 31/01/2026**.

- **Position:** Project Coordinator Assistant
- **Location:** Swaida /Syria
- **Resident in Swaida**

Scope of responsibilities:

Provide support to the Project Coordinator in the administrative part of coordination tasks, ensuring a smooth relation with authorities and interlocutors, contributing to the context analysis and follow-up, providing translations and interpreting in order to ensure the smooth running of the project.

Main tasks:

- Monitor and report on key issues (context, risk, etc.) to the Project Coordinator and provide support in analyzing contextual information, through a sound knowledge of counterparts, in different administrations in order to improve decision making processes.
- File and update field contacts and correspondence (with other NGOs, UN agencies, local authorities, media, etc) to ensure information sources accuracy and its availability on regular basis.
- Assist the Project Coordinator in the drafting of correspondences with authorities and counterparts (government officials, UN agencies, NGOs, etc.) to ensure fluent and accurate communication flows
- Assist the Project Coordinator in Internal and External Communication sessions and events about MSF (for National staff, the Directorate of Health staff, as well as local authorities) to improve awareness, understanding of MSF principles and services, and public opinion adhesion.
- Ensures the continuity of relations with local actors and keeps updated the list of contacts.
- Organize advocacy contacts and appointments for the Project Coordinator with local authorities and partners to ensure the continuity of relations with local actors and involved counterparts.
- Execute clerk-related activities as well as prepare and conduct briefings on the project context to new employees to facilitate their integration onboard and within the project environment.
- Translate documents and act as an interpreter when needed

Additional context specific tasks:

- On top of the points in the “accountabilities” session, the PC assistant is responsible for:
- Giving support to the Project Coordinator in external administrative work (e.g working/travel permits, official contacts, procedures).
- Note-taking and information management according to internal logbooks and templates.
- Contributing to context understanding specifically on medical / humanitarian needs, to provide reliable information for operational decision-making.
- Proposing and contributing to actions aimed at improving acceptance, accountability and trust with communities, key stakeholders, patients and caregivers.
- Being contactable by phone and available to assist the Project Coordinator with urgent needs even outside of regular working hours unless otherwise agreed with the PC (e.g., holidays).
- Being the main focal point on “operations / project coordination” in Sweida, during the absence of the Project Coordination. Decision-making and final responsibility remains with the Project Coordinator.
- Performing assigned additional responsibilities or tasks as required by the Project Coordinator.

Recruitment criteria

Resident

Education:

Experience:

Languages:

Knowledge

- Swaida
- Desirable, university degree.
- Desirable two years previous experience in similar jobs in the field of humanitarian aid with MSF or other NGOs.
- Desirable exposure to international contexts.
- Mission working language and local language(s) essential: proficiency in English and Arabic.
- Essential computer literacy (word, excel)

Competencies

- Results
- Teamwork
- Flexibility
- Commitment
- Stress Management

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a smartphone.

<https://forms.gle/9yh6D6UnaLNdjPZy7>



The deadline is no later than 26/11/2025 (COB) till 12:00 PM

Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection *of the most suitable candidate*. *Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.*

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.

MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.