

## Information System Specialist

MSF provides medical assistance to populations facing life-threatening crises: primarily in the event of armed conflicts, epidemics, pandemics, natural disasters and exclusion from healthcare. The care provided is of high quality and free of charge.

MSF Switzerland aims to achieve gender parity in its efforts towards equity, diversity and inclusion (EDI). **Applications from women are strongly encouraged.**

It is strictly forbidden to demand or offer anything (sexual favours, goods or money) in return for a job opportunity.

If you are approached by a member of staff asking for money or favours, please contact the Human Resources department where the recruitment is taking place or report the situation by email to:

[MSFCH-Syria-HRCo@geneva.msf.org](mailto:MSFCH-Syria-HRCo@geneva.msf.org)

### 1. Type of vacancy

Full-time position

**Work location:** Damascus

**Start Date:** 15/11/2026

**Application deadline:** 13/10/2026

**Candidates are encouraged to apply early, as screening might start earlier than the deadline if there's a sufficient number of strong applications.**

### 2. Job details

- Project: **SY101 Coordination**
- Location: **Damascus**
- Contract type: **Fixed Service agreement, 3 months renewable.**
- Level: **8**
- Department: **Logistics / IT and Telecom**
- Line manager: **Logistics Coordinator**

### 3. Main responsibilities of the post

#### Main tasks:

#### 1. Infrastructure & Systems

- Install, configure, maintain, and monitor IT/telecom infrastructure, networks, and equipment across mission sites.

#### 2. Security, Standards & Compliance

- Ensure data security, system reliability, SOPs, and compliance with MSF IT/telecom policies and mission standards.

#### 3. User Support, Training & Field Visits

- Provide technical support, onboarding, training, and regular support visits to project locations.

#### 4. Planning, Procurement & Asset Management

- Support budgeting, procurement, provider coordination, equipment tracking, and inventory management.

### 4. Selection criteria

#### Education and Qualifications

- Essential:
  - Degree in: bachelor's degree in computer science, information system or relevant studies.
  - Language: English (B2 minimum), Arabic.

#### Experience

- Minimum 3 years of working experience in the same field.

## 5. Documents to be provided

1. Cover letter clearly indicating SURNAME, NAME\_COVER LETTER
2. Curriculum Vitae: **maximum 2 pages**, clearly indicating SURNAME, NAME\_CV
3. Copies of the degree for the post or your highest degree.
4. Copy of training certificates **relevant to the position**.
5. Copies of employment certificates **relevant to the position**.

*Any application that is incomplete and/or does not meet the criteria will be rejected. In the event that no candidate meets the criteria required for the post, MSF reserves the right not to shortlist anyone.*

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## 6. Submission of applications

- Electronic application: Please upload the required documents in PDF format using google forms via link <https://forms.gle/stuxcc2akmqi1UNc9>



*MSF OCG does not reimburse any travel expenses incurred by candidates during the recruitment process.*

If you have any questions regarding this role or the recruitment process, please contact us  
[msfch.syria.recruiter@gmail.com](mailto:msfch.syria.recruiter@gmail.com)

We would like to thank all applicants for their interest in this role and in joining or developing their career within the MSF team.