

**JOB VACANCY ANNOUNCEMENT- MSF OCB**

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| <b>Job Title</b>                 | <b>PURCHASING OFFICER</b>                  |
| <b>Employer</b>                  | Médecins Sans Frontières - Belgium         |
| <b>Duty Station</b>              | DAMASCUS                                   |
| <b>Deadline for applications</b> | <b>12<sup>th</sup> February 2026</b>       |
| <b>Contract status</b>           | Service Agreement for 6 months, extendable |
| <b>Type of contract</b>          | Full time                                  |
| <b>Start Date</b>                | As soon as possible                        |

**Introduction about MSF:**

Médecins Sans Frontières (MSF) / أطباء بلا حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are 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 and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

*Check the links:*

[Médecins Sans Frontières](#) [أطباء بلا حدود](#)

[Médecins Sans Frontières T-shirt](#) [أطباء بلا حدود - ملابس](#)

**Main Objective of the position:**

Performing the day to day purchasing activities in a particular supply office (coordination or project level) according to MSF protocols and standards in order to ensure an optimal running of the mission/ project.

**Accountabilities:**

- Performing on a day-to-day basis the purchasing activities of a supply office, analysing market sources and competitive pricing conditions among different suppliers in order to ensure an ongoing supply of goods, following the procurement procedures and according to MSF standards and protocols. Including the following activities:
  - Constantly assessing the local market, seeking products and suppliers that offer the best value for money and negotiating prices in order to guarantee the best quality and pricing for MSF goods and commodities. Regularly updating the supplier-item-price data on the supply office and informing the Supply (Activity) Supervisor / Logistics Supervisor of all information or modifications to the data i.e. price, address, items available.



- At the request of the line manager, obtaining different quotations from suppliers according to the MSF Purchasing policy and placing purchase orders to pre-selected suppliers with whom prices have been agreed.
- Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval.
- Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), managing advances issued by the Finance Department, etc. Updating information on purchase lists after purchases are made.
- Assisting in reception control process with the storekeeper.

- Performing delegated tasks according to his / her activity and as specified in his/her job description.

#### **MSF Section/Context Specific Accountabilities:**

##### **Procurement:**

- Carry out procurement of medical and non-medical goods, equipment, and services in accordance with the organization's procurement procedures.
- Receive and review purchase requests for accuracy and completeness, including required technical specifications and approvals.
- Obtain quotations from approved or potential suppliers through proper solicitation methods (RFQs, tenders, etc.).
- Conduct supplier selection based on transparent and competitive principles such as price, quality, availability, and reliability.
- Ensure that all procurement activities fully comply with the organization's procurement policies and donor requirements.
- Ensure all procurement documentation is complete, accurate, and properly archived (purchase requests, quotations, evaluation reports, purchase orders, delivery notes, invoices, etc.).
- Ensure the use of correct procurement thresholds, bidding procedures, and required approvals at each procurement stage.
- Monitor and mitigate risks related to fraud, conflicts of interest, or improper procurement practices.
- Develop and maintain a database of qualified and vetted local suppliers for different categories of goods and services.
- Establish and maintain good working relationships with suppliers while ensuring that the organization's interests are protected.
- Track supplier performance including quality, delivery timelines, and service reliability.
- Coordinate closely with warehouse, finance, medical, and logistics teams to ensure timely delivery of requested items and services.
- Follow up with suppliers on order status, delivery timelines.
- Maintain up-to-date procurement tracking tools, ensuring accurate status reporting on open and completed orders, ensure all data in UF is updated and corrected.
- Submit regular procurement status reports to the Supply officer/Supply Manager.

##### **Order Processing:**

- Encode purchase and supply orders into Unifield (UF) accurately and on time.
- Ensure that all item codes, project codes, budget lines, and suppliers are correctly entered in accordance with internal procedures.
- Apply appropriate lead times based on item category, supplier, and delivery method.
- Verify that all necessary approvals and documentation are attached before encoding orders.
- Continuously monitor the status of open orders and update information in UF as necessary.
- Liaise with procurement team and suppliers to obtain order status updates (confirmation, shipping, delays, cancellations, etc.).
- Change order statuses in UF (e.g., from "Open" to "Confirmed," "Shipped," or "Received") based on real-time updates from suppliers and logistics team.
- Flag and escalate any delays or issues affecting order fulfilment to the supervisor.
- Ensure that all orders in the system are complete, accurate, and properly categorized.
- Regularly clean and update the order tracking database, ensuring removal or closure of obsolete or duplicate entries.
- Maintain organized digital and physical records of all order-related documents (PRs, POs, confirmations, etc.)



- Prepare and share weekly and monthly order tracking reports with the supervisor, highlighting pending orders, delays, and key metrics.
- Ensure clear and timely communication of any order-related issues or changes to relevant departments.

#### **Requirements:**

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|---------------------|--|
| <b>Education</b>    | <b>Essential</b> , secondary education; commerce related studies desirable   |
| <b>Experience</b>   | <ul style="list-style-type: none"><li>• <b>Essential</b>, at least 2 years' experience in supply chain related jobs</li><li>• Experience in procurement medical and non-medical items.</li></ul> |
| <b>Languages</b>    | Mission language “ <b>English</b> ” <b>essential</b> , local language desirable  |
| <b>Knowledge</b>    | Knowledge of Damascus & general Syrian market desirable.   |
| <b>Competencies</b> | <ul style="list-style-type: none"><li>• Results</li><li>• Teamwork.</li><li>• Flexibility.</li><li>• Commitment.</li><li>• Service.</li><li>• Stress Management.</li></ul>                       |

#### **Application process:**

To apply for this position, please submit your application in English through the following email address [msfocb-syria-jobs@msf.org](mailto:msfocb-syria-jobs@msf.org).

Write the Subject Line **Purchasing Officer**, Damascus

Please submit your CV in English, together with a motivation letter and all relevant work and education certificates. **Without supporting documents, the application will be not accepted.**

**DEADLINE FOR SUBMITTING THE APPLICATION: 12<sup>th</sup> February 2026!!!**

**We are an equal opportunity employer; we do not charge a fee for any applications received.**