أطبّاء بلا حدود

Job Vacancy Announcement

(Internally and Externally)

Purchasing Officer – MSF Netherlands

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.

Job Family	Logistics and Supply
Place of Work	Damascus, Syria
Level	Level 5 (Gross salary 957 USD before income taxation and social security deductions)
Contract of Employment	Service Agreement for 3 months, Renewable

Objectives 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

- Performing on a day to day basis the purchasing activities of a supply office, analyzing 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

IR and Product specification, clarification

- To revise and check requested items specification are clear or not
- To revise and check requested items Quantity are clear unit or not Pack or pieces
- To clarify requested items with requestor before processing quotation and PO in order to get accurate price information from supplier what we are going to order

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

Market Assessment

- To get quotation from supplier within requested deadline
- To get quotation from supplier as per below requirement criteria are clear and known from supplier
  - Price information are reflected what we order between each supplier
  - Clear Lead time when can delivery to us
  - Clear Stock availability for each order lines
  - Clearly stated Price Validity Period
  - Agree MSF Payment term requirement and payment duration
- If necessary, to advocate supplier about MSF policy procedure, process, duration, to have proper administration system
- In order to build strong partern database, constantly assessing the local market by
  - Seeking new suppliers who can offer best value for money, quality product
  - Negotiating prices in order to guarantee the best quality from supplier
  - Actively participating in the market assessment of getting the PFA with the supplier
  - To find validated supplier 3-5 supplier for each category fuel, cleaning/hygiene, food, NFI, Electrical item, watsan item, hardward material, medical items, household items, furniture
  - All the parterner database are updating regularly like email, address, phone no, contact person name

Procurement

- After obtaining different quotations from supplier and get approval for purchase order according to the MSF purchasing policy, to place purchase order to selected supplier with whom prices have been agreed and inform them to arrange delivery to the office or warehouses as per agreed delivery date

Reception and Shipment

- When supplier handover to MSF, to double check reception physical product, specification, quantity as as per agreed PO or not
- Plan to make proper reception as per agreed schedule with the requestor/storekeeper by making proper physical checking, quality and quantity as per PO and Reception document
- Reception paper work are sign properly by requestor and handover the products to the requestor

Payment

- Requesting invoices or receipts, without delay, for all purchases, checking invoice are correctly filled/stamp and translating information written in local language before approval
- To ensure supplier are providing official supplier invoice which is stated as the same product specification, item lines, quantity, price as per PO during product delivery to MSF
- To cross check purchase order, reception and invoices whether the amount is the same with PO before processing for payment

MSF procedure, administration and Filling System

- At all time, to follow MSF purchasing procedure as per standard operating procedure and authorization table before making any purchase
- To make proper documentation of PO as per standard filling system together with supply chain officer
- Regularly updating standard filling system on both sharepoint and hardcopy filling system

Together with supply chain officer regularly update the weekly order overview sheet and share to each department, projects

Requirements	
Education	Essential university degree Economics and Commerce or Business Administration
Experience	At least 2 years' experience in supply chain related jobs, procurement, purchasing activities
Language	English language is essential. Arabic language is essential
Knowledge	Essential Computer literacy (Word, Excel, Outlook Mail, ERP system)

How to apply:

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Only short-listed candidates will be contacted.

"Important to scan the QR code or click the link below and fill the form for your application to be considered."

Purchasing Officer - MSF

https://forms.office.com/e/CdhF40qiQL

Only shortlisted candidates will be contacted through their email address.

Opening Date: 25/11/2025

Deadline of Application: **2/12/2025 COB 5:00 PM**

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