



MSF-FRANCE INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

To support its Coordination team and medical operations in Syria, MSF France is seeking a:

LIAISON OFFICER

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Damascus**
Need: **Up to 45 hours / week**
Start Date: **ASAP**

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

MAIN PURPOSE

Give support to external administrative work and to the coordination team in obtaining working/travel permits, as well as all official contacts, procedures and importation of goods, according to local and international laws and MSF procedures, in order to ensure the smooth running of MSF activities.

ACCOUNTABILITIES

- Together with the Human Resources Coordinator, initiate and follow up the visa application process for all MSF staff.
- Ensure that entry, residence, domestic movements or work permits in the country of assignment are obtained in a timely manner, as required, and maintain information on legal and administrative procedures.
- Keep the Departure Officer (at HQ level) informed of ongoing processes, specific situations or changes in procedures relating to visas, work permits, etc.
- Arrange and, upon request, attend meetings on administrative matters for the Head of Mission or the HR Coordinator.
- Maintain a complete and up-to-date list of all useful contacts in the country/mission, including names, telephone numbers, addresses and other relevant details.
- Together with the members of the coordination team, ensure that all MSF activities are carried out legally and in accordance with the Memorandum of Understanding in all administrative and customs matters, and inform of any potential risks or problems.



- Keep all documentation and files updated, properly filed and easily accessible to internal users.
- Translate correspondence and administrative related documents upon request.
- Provide support to other coordinators with prior validation of the need by the supervisor/manager for one-off activities.

REQUIREMENTS

Education	Secondary education essential Legal, administration or communication related studies desirable
Experience	Essential previous experience of at least one year in related relevant positions, in MSF or other NGOs
Languages	Excellent command of English (C1) and Arabic (C2) is mandatory
Knowledge	Essential computer literacy (Word, Excel, Power Point and Internet)
Competencies	Results; teamwork; adaptability; flexibility; resourcefulness; service; stress management; commitment to MSF principles

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/ontnv5EXCiv6Lr69A>

CLOSING DATE 26 FEBRUARY 2025 (END OF DAY)



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**