



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 Logistics department and medical operations in Syria, MSF France is seeking a:

BASE AND FACILITIES OFFICER / DRIVER

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

Under the supervision of the Logistics Coordinator, you (1) will carry out or supervise all maintenance logistics activities in the base (vehicles, fuel consumption and local infrastructure) in order to keep the material, infrastructure and vehicles in optimal operating condition and (2) you will be charge of the movements to and from the base.

MAIN ACCOUNTABILITIES

MOVEMENT OPERATOR

- Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures

BASE AND FACILITIES OFFICER

- Tracking consumption of supplies (fuel, lubricants, etc)
- Checking the maintenance of the various open spaces (gardens, courtyards...) and ensuring that domestic waste is correctly discarded
- Checking and ensuring the maintenance of MSF premises and facilities, (general water supply, electrical, walls, ceilings etc) and security conditions.
- Performing maintenance of logistics equipment for cold chain, energy, IT and radio communications
- Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state.



- Carrying out local purchases and ensuring that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.

DRIVER

- Daily check of the technical condition of the assigned vehicle: state of the tires, oil, fuel, brakes, radio equipment, spare parts, etc.
- Ensuring the security of passengers in the vehicle
- Ensuring correct loading and unloading of the vehicle, handing over the documents to the recipient of the goods, checking the status of delivered goods, etc.
- Ensuring that all vehicle documents are valid and in the vehicle.
- Informing the line manager of any incident involving the transportation of passengers or goods.

REQUIREMENTS

Education	Essential Secondary Education
Experience	Desirable experience with other NGOs
Languages	Good command of English is mandatory (spoken and written)
Knowledge	Essential computer literacy (Word and Excel) and radio equipment user-knowledge
Competencies	Results and quality orientation; teamwork and cooperation; behavioral flexibility; commitment to MSF principles; service orientation; Stress Management

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/awJzFtrqRnvjDe5g9>

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.**