



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:

LOGISTICS & CONSTRUCTION SUPERVISOR

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

Supervise (1) the daily logistics activities and maintenance of MSF equipment, facilities and infrastructure, together with (2) the implementation of the project's day-to-day construction and rehabilitation activities, according to MSF standards, protocols and procedures to keep the facilities in perfect condition and ensure the efficient running of the project.

MAIN ACCOUNTABILITIES

- Monitoring maintenance activities of infrastructures, management of non-medical stocks and equipment.
- Coordinating and leading the logistics team under his/her responsibility which includes daily supervision, monitoring of the quality of work and the definition of each person's task, drawing up their working schedules.
- Ensuring the vehicle fleet maintenance which includes planning and overseeing timely preventive and curative maintenance
- Managing and following up orders which includes collecting logistics orders coming from different departments
- Planning and supervising the HR processes of the drivers and mechanics: team sizing, recruitment, training, performance evaluation and internal, external communication

Facilities construction / rehabilitation

- Analyze according to customer requirements and MSF programs, the needs for construction/rehabilitation works and report to the line manager to find an appropriate and efficient solution, including planning of (financial, technical, material and human) resources that meet the mission needs
- Supervise and follow up through regular visits the work of construction and/or rehabilitation (renovation) in progress
- Negotiate agreements and permissions for construction/rehabilitation (renovation) projects, establishing regular contacts with local authorities
- Organize and supervise call for tenders (architect office, company tendering) activities

REQUIREMENTS

Education	Essential secondary education and formal technical training Desirable construction or engineering related studies
Experience	in a similar position: at least one year with MSF, or 2 years out of MSF
Languages	Good command of English is mandatory
Knowledge	Essential computer literacy (Word, Excel)
Competencies	Results and quality orientation; teamwork and cooperation; behavioral flexibility; commitment to MSF principles; 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/nLgSNkMNDbHgwHB6A>

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.