



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

PURCHASING 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

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.

ACCOUNTABILITIES

- Organize the purchase process by specifying days for creating documents, days for purchasing and days for closing the purchasing process.
- Screen all new and pending order lines and group the requested goods according to their nature at the start of every week
- Organize and plan the purchasing days in order to economize movements. Request delivery directly to the warehouse/log store whenever possible.
- In charge of creating a local purchase document featuring each purchase with detailed and clear information.
- Ensure that products are timely delivered and update the requester on any delays.
- Together with the line manager, implement Framework Agreements for all recurring families of goods that have a significant financial impact.
- In charge of collecting quotations from the local suppliers.
- In charge of creating bid analysis to compare between offers.
- Make sure that the validation and payment processes are respected, and that invoices feature all needed components details.
- Update the price list and supplier list on a weekly basis.



- Follow orders via orders sourcing tool, making sure there is no pending lines in need to be purchased.
- Ensure the reception of goods from suppliers and deliver them to the warehouse or log store, making sure that received goods are in quality condition and have long expiry dates.
- Together with the line manager, contact requester for clarifications, propose solutions, if any identified (for ex. alternative products to non-available ones).
- Organize the support daily workers with HR in order to fulfill specific activities.

REQUIREMENTS

Education	Essential, secondary education; commerce related studies desirable
Experience	At least 2 years of experience in supply chain related jobs
Languages	Good command of English is mandatory (spoken and written)
Knowledge	Essential computer literacy (Word, Excel, Power Point and Internet)
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/ZXYfBszUVRBPhuoB9>

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.**