



**MEDECINS SANS FRONTIERES  
DOCTORS WITHOUT BORDERS**



Médecins sans Frontières - France  
Republic of South Sudan, Juba

Hai Cinema 2<sup>nd</sup> class residential area,  
Plot 73, Block AXII

Web: [www.msf.org](http://www.msf.org)

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**Juba, 18<sup>th</sup> May 2026**

## **MSF-FRANCE JOB ADVERTISEMENT**

Médecins Sans Frontières/Doctors without Borders (MSF), founded in 1971, is an international humanitarian aid organization that provides emergency medical assistance to populations in danger in more than 70 Countries.

Médecins Sans Frontières – France (MSF-F) is looking for highly motivated and enthusiastic candidate for the below position in Juba Coordination.

**To promote diversity and inclusion, we encourage female candidates to apply for this position. Our organization is committed to gender balance and equal opportunities**

### **POSITION: ASSISTANT FLIGHT COORDINATOR- JUBA**

#### **Purpose of position**

Plan, organize and coordinate all logistics activities related to the air transport of materials, people and other resources with MSF's aircraft, according to MSF protocols and standards, in order to give an optimal distribution service to the MSF Sections requiring it in terms of quality and time.

#### **MAIN ROLES AND RESPONSIBILITIES**

##### **Accountabilities**

**Ensures that necessary passengers and Cargo notifications are obtain in timely manner and other administrative tasks**

- Plan and coordinate the weekly and daily schedule of the loaders, and MSF Cars in order to manage the Flight preparation of the different MSF sections.
- Ensuring the good coordination with logistics Supply Department on cargo transfers to/from; the previous day, and when the Plane is coming back from the Field.
- Make sure that every morning, all Aircraft paperwork has been stamping, before the Flight.
- Make sure to coordinate the Airport daily loaders work during loading of the MSF Trucks, and the Aircraft.
- Follow up of all charter cargo MSF OCP activities during loading in the Airport.
- Carry out all administrative tasks, collecting and keeping properly the daily flight report; collecting and keeping properly all daily fuel voucher.
- With Flight Co, prepare a Fuel follow up of the MSF Sections from the field (Drums of fuel)



**Ensure that all paperwork, Freight manifest and Passenger Manifest have been approved by National Security Airport Office and airport authorities**

- Managing the relationship with Airport Authorities (civil aviation, Airport National Security Staff, etc.) and other internal and external agents involving the operations in order to make easy our daily Flight Operations.
- Make sure that the SSPDF Document request is done on time.
- Make sure that every Friday we have the Clearance Flight Request for all MSF Sections for next week.

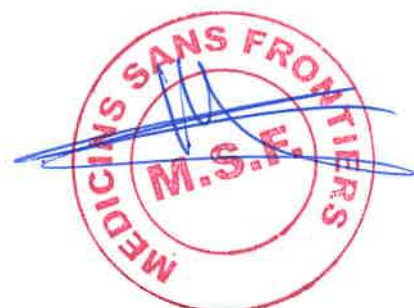
**Assist the Flight Co in welcoming MSF Aircrafts to and from the Field, and managing cargo & passengers coming to Juba**

- Assumes responsibilities for passengers and cargo loading
- Ensuring the contact with the fuel company in the Airport, in order to provide the fuel timely in the Aircraft.
- Follow up of the delivery document from the fuel company after each refueling of MSF Planes and make the Update of the Fuel follow up File.
- Establishing in liaison with the crew the daily flight planning sheet. (Schedules, routing, passengers, cargo, etc.) Under control of the Flight Co.
- Handling passengers and cargo check in at in the Terminal, and make sure everything is okay in the Tarmac before departure from Juba, and when the Plane return from Field.
- Assist the Aircraft crew at the Airport.
- Organize, supervised by Flight Co, the departure of the flights, in order to ensure the smoothest running of the flight and the delivery of the cargo, in/out.

## REQUIREMENTS

### Requirements

- |                    |  |
|--------------------|--|
| <b>Education</b>   | <ul style="list-style-type: none"><li>• Degree and specialization in Logistics and Management, with technical and administrative knowledge.</li></ul>  |
| <b>Experience</b>  | <ul style="list-style-type: none"><li>• Proven understanding of <b>MSF</b> Field Logistics (general knowledge of <b>MSF</b> equipments and kits in accordance to the nature of the project).</li></ul> |
| <b>Languages</b>   | <ul style="list-style-type: none"><li>• English and Arabic essential.</li></ul>  |
| <b>Competences</b> | <ul style="list-style-type: none"><li>• People Management</li><li>• Results</li><li>• Teamwork</li><li>• Flexibility</li><li>• Commitment</li></ul>  |



## HOW TO APPLY

Applications to be submitted with recent resume, motivation letter, copy of education certificates, copy of employment certificates/recommendations, copy of South Sudanese Nationality ID and contact details (phone/email) **by email** as a single document to [msff-juba-recruitment@paris.msf.org](mailto:msff-juba-recruitment@paris.msf.org), or by the **link** or **QR Code** below;

Application link: <https://forms.gle/7nHVm7Drg2MJR6u77>



**Please** clearly state the name of the position you are applying for in the subject line of the email

### **Please note:**

- MSF does not accept any form of money, gift, or favour as part of its recruitment processes – if you are requested for any form of favour, please contact the HR Department on the email address above
- MSF will verify all applicant documents as part of the MSF recruitment process, and any proven fake documentation submitted will mean the applicant is removed from the recruitment process.
- The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. MSF does not sell your personal data under any circumstances. If you have any questions, requests or concerns, you can contact us on the email address above.

**The closing date is 31<sup>st</sup> May 2026**

NB: We thank all applicants for their interest. Only short-listed candidates will be contacted for written test and interviews. Respective schedules for the shortlisted candidates will be posted on the gate outside the office.

