MSF Switzerland
Abyei Special Administrative Area
Ameth Bekh Hospital

MSF Switzerland (MSF-CH)

JOB VACANCY – HOSPITAL FACILITIES MANAGER

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics. MSF Switzerland (MSF-CH) is currently seeking to employee a qualified candidate for the following position, will be put on back-up list and could be contacted in case of need.

Position: Hospital Facilities Manager
Number Of Vacancies: 1
Reports To (Hierarchical): Logistics Team Leader (report to PC if the LTL is not there)
Reports To (Functional): Logistics Coordinator
Job Family: Logistics and Supply
Location: Abyei Special Administrative Area

Scope of responsibilities:

Planning, coordinating and monitoring all logistics related activities in the hospital according to MSF protocols, standards and procedures in order to provide support for its medical activities and to ensure the optimal management of the project

Accountabilities:

- Leading and directing all support activities in the hospital, in close collaboration with the clinical and nursing leadership, and developing, assessing and implementing the logistics strategy, policies, tools and procedures specifically in the areas of Biomedical, Mechanical, Construction, Energy, Transport, Hospital Supply Applied Security and EPREP. Assisting the hospital management and LogCo in defining the yearly planning, budget and the hospital activities in order to identify and respond to the needs of the population. When required, bidding and managing the hospital improvements, maintenance and construction budget and directing construction requirements in collaboration with Construction Log (if available).

- Responsible for the implementation and ensuring the proper functioning of the hospital facilities and structures whether linked to development, installation, maintenance and improvement (e.g. structure, energy, WHS, medical and non-medical materials, communication, cold chain, biomedical equipment, portering and transfer systems, laundry system, etc.) in accordance with MSF standards and development protocols.

- Ensuring that hospital occupational health and safety systems are in place, maintained and updated when needed (e.g. fire safety including emergency planning, hospital access and security).

- Responsible for hospital hygiene through good management of cleaning teams, engagement with the nursing director and regular audit. Responsible for safe and efficient waste management and managing hospital WHS in partnership with the responsible WHS specialist and together delivering a comprehensive hospital vector control mechanism.

- Supporting the project and hospital logistician in the implementation of the Hospital Logistics Tool Kit (HLT) and provide training for its efficient implementation. Ensuring that all staff in the project are informed of the proper use of the hospital's infrastructure, equipment and communication tools.

- Ensuring that the installation and maintenance of the functional spaces of medical offices are in adequate conditions and that the HR structures are in place to support the management of medical facilities.

- Planning and supervising in collaboration with the Hospital/Project Coordination Team, the HR processes (recruitment, training, performance evaluation and internal, external communication) of the logistics personnel of the project in order to ensure both the sizing and the amount of knowledge required for the activity.

- Providing technical reference to all logistical/technical problems and providing guidance to the logistics staff under his/her responsibility. When applicable, supervising the LOG (Biomed, Mechanic and Electrician) and WHS specialist teams.

- In coordination with the LogCo, reviewing the current hospital logistical management strategies, tools and procedures and recommending possible amendments or revisions in order to achieve effectiveness and efficiency of the hospital support structures.

- Defining and monitoring the technical aspects of the reduction of political risk of the project, transportation, communication, protection, identification and preparation of the technical aspects of security policy and guidelines, evacuation plans and contingency, monitoring daily the application of safety rules and report to the Logistics Team Leader and/or Project Coordinator any problem that may arise.

- Participating in the writing of the monthly reports according to guidelines



Recruitment criteria

Education	• Essential secondary education and a technical diploma or technical university diploma preferably engineer
Experience	• Management and organizational capacities • MSF previous experience required in similar or supervisor role • At least 2 years work experience in logistics related to activities, supply chain, WHS or facilities management • Essential thorough understanding of logistics issues in developing countries (e.g. communications, energy, building maintenance) and management of a multi-skilled and diverse team
Languages	• English language essential; local language desirable
Knowledge	• Essential computer literacy (word, excel, internet)
Competencies	• People Management and Development L2 • Commitment to MSF Principles L2 • Behavioural Flexibility L3 • Result and Quality Orientation L3 • Teamwork and Cooperation L3

How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Application documents include cover letter, CV, relevant copy of diploma or degree, work certificates, and other documents such as national ID, residence and labour card. **The deadline is no later than November 11th, 2026 at 5:00pm**.

https://forms.gle/FZBLMR6Lhqh4PdrY6

Only short-listed candidates will be contacted.
Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your 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 data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any

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*questions or requests, you can contact the **Abyei HR Manager** at the **MSFCH office** in **Abyei, Amethbek Hospital**.*

As part of its safeguarding commitment, MSF has zero tolerance for sexual exploitation and abuse, harassment, discrimination, and abuse of power. MSF never charges money or requests favours in exchange for employment opportunities.

Approved by Labour office

Paid by RRC