

## Vacancy Announcement

Médecins Sans Frontières (MSF France) France is an international non-governmental organization working in the field of medical care in Sudan. We are looking for a qualified candidate to fill in the position of:

LAISON OFFICER	
Work location: <b>Khartoum</b>	Gross Salary: <b>1160 USD</b>
Duration of Contract: <b>12 months</b>	Deadline for the applications: <b>25 September 2025</b>

### Main Purpose

Give support to external administrative work and to the coordination team in obtaining working/travel permits, as well as all official contacts, procedures and importation of goods, according to local and international laws and MSF procedures, in order to ensure the smooth running of MSF activities.

### Accountabilities

- Together with the PC, ensure that all **MSF** staff has applied and obtained on time, travel or working permits in the project according to needs, and keep information on legal, administrative procedures
- Maintain the support travel service in coordination informed about ongoing processes, specific situations or changes in the procedures related to travel , working permits, regulation etc..
- Know all the procedures that **MSF** needs to follow in order to transfer goods from any place in Sudan to Khartoum and assist the project in following these procedures, in cooperation with the LTL and the logistic department of the project.
- Follow up clearances of **MSF** cargos and informs about any possible planned or extraordinary needs.
- Establish and maintain professional contacts with relevant authorities, depending on the context and the needs of the mission.
- Arrange meetings related to administrative issues for the PC/DPC or the Admin Manager as well as attend them.
- Keep a complete and updated detailed list of all useful contacts in the Project with names, telephones, addresses and other relevant details.
- Ensure, together with the MCT members that all **MSF** activities are running lawfully and in agreement with the Memorandum of Understanding/Technical Agreements in all administrative or customs related issues and inform about any possible risks or problems.
- Ensure that no illegal money is paid to any authorities or any individual, promoting and sharing **MSF** principles and values at all levels.
- Keep all documentation and files updated, properly filed and easily accessible for the internal users.\

In addition to the general accountabilities, the Liaison Officer is expected to:

- **Permits & Access Management**
  - Facilitate the preparation and follow-up of **entry/exit permits for international staff and travel authorizations for national staff** within Khartoum and between states.
  - Ensure timely processing of **cargo movement approvals** from Port Sudan to Khartoum in close collaboration with the Project Coordinator (PC), Deputy PC, and Logistics Team Leader (LTL).
- **Authority Engagement**
  - Maintain regular contact with **Humanitarian Aid Commission (HAC/SHAC), Ministry of**

**Health (MoH), Customs, and other relevant local authorities** to facilitate smooth project operations.

- Support the PC/DPC in addressing administrative bottlenecks with authorities and flagging any upcoming procedural changes that may impact MSF activities.
- **Medical Support Agreements**
  - Support follow-up of **technical agreements and MoUs** signed with the MoH, particularly related to MSF's support in the Turkish Hospital and other health facilities.
  - Ensure documentation related to **MoH staff incentives, approvals, and staffing lists** are processed in line with MSF's standards and agreements.
- **Cargo & Supplies**
  - Track the clearance of **medical and logistical cargo**, liaising with customs and ensuring required documentation is complete.
  - Anticipate possible administrative obstacles and proactively inform the PC/DPC and LTL to avoid delays in project supplies.
- **Networking & Risk Analysis**
  - Maintain and regularly update a network of contacts with **local community leaders and service providers** to anticipate administrative and contextual challenges.
  - Provide timely feedback to the PC/DPC on risks, constraints, or changes in administrative requirements that could impact MSF operations in Khartoum.
- **Compliance & Values**
  - Ensure that all project activities comply with the **legal framework, agreements with MoH/HAC, and MSF principles**, and immediately report any attempt at illegal financial requests or undue influence.

- This job description may be amended in line with the activities or evolution of the Mission.

## Requirements

<b>Education</b>	Secondary education essential. Administration or communication related studies desirable.
<b>Experience</b>	Essential previous experience of at least one year in related relevant positions, in MSF or other NGOs.
<b>Languages</b>	Mission language desirable and local language essential
<b>Knowledge</b>	Essential computer literacy (word, excel and internet)
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Results L1</li> <li>• Teamwork L1</li> <li>• Flexibility L1</li> <li>• Commitment L1</li> <li>• Service L1</li> </ul> Stress Management L2

**Applications must be in English language and include:**

- Complete CV and Copies of all certificates and diplomas.
- Cover letter in English
- Updated contact details (candidate's phone number and a backup phone number)
- Sudanese National ID. Copy of Labor card and civil certificate.

**Project Coordinator**  
MSF - Khartoum (OCP)  
Khartoum, Sudan  
MEDECINS SANS FRONTIERES  
أطباء بلا حدود





Application should be submitted before or on 25<sup>th</sup> September 2025 in sealed envelope mentioning "MSF France- application for LIASION OFFICER" to HAC Khartoum State office, Khartoum Almujaadeen Africa St

Only short-listed candidates will be contacted.

Project Coordinator

MSF - France (OCF)  
Khartoum, Sudan  
MEDECINS SANS FRONTIERES  
مستشار مشروع