
NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role Specific Information

1. Develop procurement strategies in line with NRC in Syria mission and objectives and in collaboration with the Line Manager and Logistics Colleagues.
2. Develop, maintain and update standard purchasing templates and contract templates and forms as needed.
3. Develop and administer contracts of extended duration (FWA).
4. Ensure contract requirements are executed before proceeding to executing the work.
5. Develop and maintain procurement monitoring reports and ensure they are in place and regularly updated: procurement tracking sheet, contract follow-up, procurement plans, vendor database, vendor evaluations, price list.
6. Take the lead on high value open tender process in line with NRC's policies and SOPs.
7. Develop and maintain procurement monitoring reports and ensure they are in place and updated regularly: procurement tracking sheet, contract follow-up, procurement plans, vendor database, vendor evaluations, price list.
8. Contribute in development of a vendor database with qualified vendors for NRC activities.

Our Ideal Candidate

professional competencies:

- Develop procurement strategies in line with NRC in Syria mission and objectives and in collaboration with the Line Manager and Logistics Colleagues.
- Develop, maintain and update standard purchasing templates and contract templates and forms as needed.
- Develop and administer contracts of extended duration (FWA).
- Ensure contract requirements are executed before proceeding to executing the work.
- Develop and maintain procurement monitoring reports and ensure they are in place and regularly updated: procurement tracking sheet, contract follow-up, procurement plans, vendor database, vendor evaluations, price list.
- Take the lead on high value open tender process in line with NRC's policies and SOPs.
- Develop and maintain procurement monitoring reports and ensure they are in place and updated regularly: procurement tracking sheet, contract follow-up, procurement plans, vendor database, vendor evaluations, price list.
- Contribute in development of a vendor database with qualified vendors for NRC activities.

Behavioral competencies:

- Planning and delivering results.
- Analyzing.
- Strategic thinking.
- Empowering and building trust.
- Initiating action and change.

Additional Information

- Contract period: Till end of 2024, renewable based on the need, availability of fund and satisfactory performance.
- Salary/benefits: According to NRC's salary scale and terms and conditions.
- Duty station: Syria Country Office.

To apply for this Vacancy, please copy below link:

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