

Logistics Coordinator G7 Aleppo Area Officer- Syria

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

The Logistics Coordinator is responsible for managing the logistics team in the North Area Office/Aleppo. LC is responsible to ensure compliance with NRC's policies and procedures and donors' rules and regulations in relation to Procurement, Warehousing, Fleet Management and Asset Management. Logistic Coordinator will handle large-scale procurements in collaboration with NRC Country office Logistic management team.

Generic responsibilities:

- Ensure Logistics activities comply with Logistical Handbook, NRC policies and donor requirements
- Implement and Provide follow-up/controls to ensure adherence to NRC Logistics Handbook, other NRC policies, and donor requirements.
- Prepare and submit Area related logistics reports and analysis to ASM and LM.
- Line management of logistics team at North Area office including recruitment and performance management.
- Participate in budget development for Logistics/Procurement Department.
- Ensure anti-corruption, transparency, and cost efficiency focus in all processes (e.g., in procurement, fleet management, asset management).
- Prepare and implement, in coordination with the Logistics Manager at SCO, a capacity-building plan for training and development of the logistics team.
- Follow up on the procurement plans and requisition tracking in the office.
- Ensure proper filing of all logistics documents.
- Ensure that NRC's related activities are implemented within NRC's Protection mainstreaming guidelines and report any breaches/concerns to the line manager and/or focal point for proper action.
- Provide technical advice and support to the logistics team in the North Area Office.

Specific responsibilities

Procurement:

1. Work closely with ASM to ensure the procurement plans for all projects are in place and ensure daily follow up on the implementation of the procurement plans.
2. Take the lead on handling close tenders (<50,000 USD) and effectively involve in developing Area related framework agreements as per the needs.
3. Responsible for ensuring the procurement activities are in accordance with budget lines and annual plans and serve the best interests of NRC and its operations.
4. Ensure that all procurements are finalized in a timely and quality manner, comply with NRC Logistics Handbook/SOPs and donor guidelines.
5. Support suppliers' prequalification processes in NRC Area Office, and establishment of Vendor database.
6. Ensure all framework lease agreements in accordance with NRC procedures including renewals.
7. Ensure that procurement reports are in place and updated regularly, not limited to procurement tracking sheet, contract follow-up, procurement plans, vendor database, vendor evaluations, and price list.

Warehouse management

1. Responsible for ensuring that warehousing practices are in accordance with the NRC Logistics handbook.

Assets & Fleet Management

1. Work closely with Assets' Focal Points in the Country Office to ensure all NRC assets are registered and managed in accordance with NRC regulations and procedures.

Our Ideal Candidate:

- Bachelor's degree in supply chain management, Logistics or equivalent.
 - Minimum of 3 years of experience from working as senior Logistician/Logistics Coordinator
 - Previous experience of working in complex and volatile contexts.
 - Documented results related to the position's responsibilities.
 - Knowledge about own leadership skills/profile
 - Fluency in English, Arabic both written and verbal
 - Knowledge of the humanitarian context in Syria
 - Knowledge of sanction regime and market challenges in Syria
 - Willing to travel to remote areas and to field offices, ability to work flexibly including weekends and
 - willingness to travel and work in rural locations and live in basic conditions.
 - Experience with start-up, exit or similar.
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Additional Information

- Candidates who do not fill in the website application form in detail may not be considered.
- The application deadline is on 10/05/2024.
- This position is open to candidates who have the legal right to work in Syria. Please note that we are unable to provide work permits or visa sponsorships for this position.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/4805595959?link_source_id=0