



Procurement Coordinator

Damascus, Syria

We are looking for a highly qualified individual to fill-in the vacancy of Procurement Coordinator to work in Damascus under employment contract.

Who are we?

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). Protection/community service activities are provided to beneficiaries through 6 Community Centers.

About the job

The Procurement Coordinator has the overall responsibility for the timely and effective Procurement support required for the implementation of DRC Regular and Emergency Programmes and support services in Syria



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Application due:
7/26/2017

Workplace:
Damascus

Homepage:
drc.ngo

Contract type:
National contract

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Duties and Responsibilities

Planning and Operation

- Implement a sustainable and robust Procurement system for the efficient and effective support to all DRC Syria Regular and Emergency Programme and support services,
- Develop the Procurement Plan in collaboration with the Program Managers, and Emergency Coordinator,
- Ensure efficient and timely supply of all items from Suppliers and DRC Warehouses to the Beneficiaries via Distribution Points and individual issues,
- Ensure compliance with Donor requirements, rules and regulations where applicable,
- Liaise with the Emergency Coordinator, Area and Programme Managers on all Procurement and matters.
- Ensure that all DRC Procurement service providers conform with the DRC Code of Ethics,
- Ensure all Procurement Contract payments are processed in a timely manner,
- Provide timely Procurement and Logistics Reports as required,
- Participate in regular meetings where Procurement is an Agenda item,
- Attend internal strategic and planning meetings when required,
- Provide input for Project Proposals and Budgets,
- Build Procurement capacity

Organization, administration and personnel management

- Overall responsibility for the management of the Procurement Department and staff,
- Oversee the observance of the DRC Code of Conduct within the Procurement Department.

Accountability

- Responsible to ensure that all the Procurement is conducted in accordance with the DRC Operations Handbook.
- Provide the necessary oversight for all Procurement activities

About you

In this position, you are expected to demonstrate DRC's five core competencies:

Striving for excellence: You focus on reaching results while ensuring an efficient process.

Collaborating: You involve relevant parties and encourage feedback.

Taking the lead: You take ownership and initiative while aiming for innovation.

Communicating: You listen and speak effectively and honestly.

Demonstrating integrity: You act in line with our vision and values.

Moreover we also expect the following:

Required qualifications/skills:

- Bachelor Degree
- Minimum 5 years of experience in managing standard procurement procedures and documentation.
- Experience in supply chain management.
- Excellent command of spoken and written English and Arabic
- Advanced computer skills and MS programs
- Commitment to and understanding of DRC's aims, values and principles

Desirable qualifications/skills:

- Master degree.

- Advanced computer skills and good skills of database software
- Experience in procurement & logistics, Supply chain management.

Competency profile:

- ability to handle complaints
- Management and leadership skills
- ability to resolve problems efficiently
- discretion and flexibility
- focused and self-motivated
- self-reliant and responsible
- Interacting with people and working cohesively with them
- Physically capable of moving equipment
- Time management and organisation skills
- Analytical skills
- Systematic
- Communication skills
- Initiative taker
- **Result-oriented/accountability**

We offer

DRC will offer the successful applicant a six months contract, renewable dependent on both funding and performance. Salary and conditions will be in accordance with Danish Refugee Council's Terms of Employment for **National Staff** for the Coordinator level.

Application process

Interested? Then apply for this position, go to <https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=148999&uiculture=eng&MediaId=5> and click on "Apply for position". All applicants should send a cover letter and an updated CV in the same language as the vacancy note. **Applications close on the 26th of July 2017.**

If you have questions or are facing problems with the online application process, please contact job@drc.dk

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.ngo

The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organisation founded in 1956 that works in more than 35 countries throughout the world. We are the largest humanitarian NGO in Denmark and consistently ranked as one of the world's best NGOs according to Global_Geneva.

We fulfil our mandate by providing direct assistance to conflict-affected populations – refugees, internally displaced people and host communities in the conflict areas of the world. We also advocate on behalf of conflict-affected populations globally on the basis of humanitarian principles and the Human Rights Declaration. Our work and long-term strategies are guided by our five core values: Humanitarian approach - Respect - Independence & neutrality - Inclusion - Honesty & transparency.

You can read more about our vision and work on drc.ngo.

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