



## Procurement Assistant

Damascus, Syria

We are looking for a highly qualified individual to fill-in the vacancy of Procurement Assistant 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 Assistant is responsible for the procurement of programme supplies; this includes assistance in providing technical support.



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**Application due:**  
7/25/2017

**Workplace:**  
Damascus

**Homepage:**  
[drc.ngo](http://drc.ngo)

**Contract type:**  
National contract

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## Duties and Responsibilities

- Procure all materials and equipment ordered by the projects in a cost-effective and transparent manner in line with DRC and donor specific policies, in conjunction with the Procurement Officer
- Liaise with suppliers to create realistic delivery schedules and compare actual deliveries in order to evaluate supplier performance and responsiveness.
- Ensure that all orders are tracked from point of planning and request through to final receipt.
- Send the procurement tracker to the Procurement Manager on a monthly basis.
- Prepare the relevant documents for the procurement of goods and services, referring to the Procurement Manager as needed.
- Participate in the joint verification of procured goods and equipment and to ascertain the items conformity to Technical Specifications and Quantities.
- Provide procurement related support to the programme staff as required.
- Coordinate transportation of freight by land, air and sea, in line with programme budgets and needs; ensuring the most cost effective and reliable means of transport is used for the timely delivery of supplies to projects.
- Constantly search the market for new suppliers that may provide better service or value for money for DRC.
- Maintain a database on the suppliers approached and chosen by DRC, including pre-qualification of suppliers using the Supplier Registration Form.

## 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

- Institute Degree in Business Administration or similar related education.
- Good knowledge and usage of MS Office programs
- Good command of spoken and written English and Arabic
- Minimum 3 years of experience in standard procurement procedures and documentation.
- Commitment to and understanding of DRC's aims, values and principles

### Desirable qualifications

- University Degree in Business Administration or similar related education.
- Experience in supply chain management including procurement.

### **Competency profile:**

- Ability to handle complaints
- Ability to resolve problems efficiently
- Discretion and flexibility
- focused and self-motivated
- self-reliant and responsible
- Interacting with people and working cohesively with them
- Time management and organisation 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 Assistant level.

## **Application process**

Interested? Then apply for this position, go to <https://drc.dk/about-drc/vacancies/current-vacancies>, search for this vacancy 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 25<sup>th</sup> of July 2017.**

If you have questions or are facing problems with the online application process, please contact [job@drc.dk](mailto:job@drc.dk)

## **Need further information?**

For further information about the Danish Refugee Council, please consult our website [www.drc.ngo](http://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](http://drc.ngo).

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