

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 more than 360,000 people, out of which more than 150,000 reached in 2018 alone in the Governorates of Damascus, Aleppo and Rif Damascus.

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.

Background

*Ready to turn your expertise in **procurement** into **meaningful action**? Join our team in **NRC Syria** and help ensure that no one is left behind in times of crisis as a "**Logistics Officer**".*

The Logistic officer is a member of the Logistics team in the Area office. The Logistic department is responsible for logistical processes including procurement, warehouse, asset and fleet management of the organization in a highly challenging and volatile context.

The purpose of this position is to provide the day to day implementation of the procurement function's responsibility.

Role Specific Information

- Directly responsible of all assigned procurement processes up to the defined threshold and at the discretion of Logistics Coordinator. Actively, engage on national tendering process (exceeding the defined threshold).
- Ensure all procurement under his/her responsibility are processed as per priorities, NRC and Donors' standards, requirements, and in a timely manner.
- Under guidance of Logistics Coordinator; to support the prequalification of suppliers, markets surveys, price lists, vendor databases.
- Advise and support NRC Syria programme staff in the field in all procurement processes.
- At the discretion of the Logistics Coordinator, contribute to assessments/reports of existing logistical operations and advise on corrective measures to be undertaken.
- Liaise and coordinate with the relevant parties regarding delivery of supplies and keep them informed of any changes in a timely manner.
- Ensure that procurement reports are prepared and submitted on time to relevant stakeholders.
- Prepare and develop procurement reports as required by Country Office.
- Liaison and collaborate with relevant local authorities and/or stakeholders.
- Establish and maintain good professional working relationships with suppliers, service providers and contractors whilst strictly adhering to NRC's anti-corruption guidelines and NRC's code of conduct.

Our Ideal Candidate

Generic professional competencies:

- Documented results related to the position's responsibilities.
- Proven knowledge and experience of procurement operations.
- Fluency in Arabic and English, both written and verbal.

Context/ Specific skills, knowledge and experience:

- Bachelor Degree in Logistics, Business Administrations, Economics ... or equivalent.
- Minimum 2 - 3 years of experience in working in procurement or relevant field.
- 1 - 2 years of experience in working in humanitarian/recovery context.
- Previous experience in working in complex and volatile contexts.
- Experience with Office applications (MS Office).
- Good negotiation skills.

Additional Information

Contract period: till the 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: South Area Office, Damascus

To apply for this vacancy, please go through the following link:

https://23109900.webcruiter.no/Main/Recruit/Public/4808679845?link_source_id=0

IMPORTANT NOTES:

- This position is open to candidates who have the legal right to work in the Syria Arab Republic. Please note that we are unable to provide work permits or visa sponsorships for this position.
- Candidates who do not fill in the website application form in details may not be considered.
- Female candidates are strongly encouraged to apply for this position.
- Application deadline is on 16 of May 2024
- Applicants from this pool might also be considered for other available lower-level vacancy(s) within the same job function, in alignment with organizational requirements and individual qualifications.
- NRC does not request/accept any favors from applicants for the recruitment process. NRC follows a fair and transparent recruitment process based on the already set criteria prior to advertisement and will follow four stages based on these criteria: long listing, short listing, technical test or interview and competency based interview by recruitment panel and reference check.
- NRC is an equal opportunities employer and aims to have staffing diversity and therefore all candidates who meet the Job requirement are encouraged to apply.