

## **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 and responsibilities**

The purpose of the Logistics Technical Assistant position is to assist in the day-to-day implementation of the logistics function's responsibility.

### **Generic responsibilities**

- Adhere to NRC policies, handbooks, guidelines, and donor requirements
- Assist with the implementation of the logistics and procurement according to Plan of Action
- Provide logistic administration and basic support
- Promote and share ideas for improvement of the logistic function
- Ensure proper filing of documents.
- Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
- Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner

### **Specific responsibilities**

#### **Procurement:**

- Manage procurement processes including direct purchase, single offer, competitive processes and support procurement team in managing some closed tenders as requested by line manager as per priorities, as per NRC standards, as per requirements, and in a timely manner.
- In close liaison with finance department prepare regular cash advance clearances and check that all related documents are in line with NRC Rules and Regulations.
- Update the procurement tracking sheet on a daily basis.
- Ensure the implementation, monitoring, and evaluation of current and new initiatives and procedures related to procurement.
- Liaise and coordinate with the relevant parties regarding delivery of supplies and keep them informed of any changes in a timely manner.
- Support the development of framework agreements, identification of suppliers, markets surveys, price lists, and vendor databases.
- File and scan supporting documentation, submit to Finance department.
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#### **Assets & Fleet:**

- Assist in supervising all drivers at area office and organizes the movements of area office by preparing the daily movement plan, allocating the drivers accordingly and seeking approval from the Logistics Coordinator. Ensure a continuous communication with the programme regarding the updates and changes of the daily movement plan.
- Support Logistics officer to generate monthly reports to enclose all the required aspects given from line manager.
- Support in technical maintenance of all NRC premises (electricity, heating, A/C, plumbing, sewage, repairs and upgrades in buildings).
- Ensure continuous and safe power supply to NRC premises through the monitoring of city power, generator power and battery back-up power, troubleshooting, and maintenance.
- Ensure availability of fuel for generators and heaters.

#### **Warehouse:**

- Supervise packing, loading and offloading of all materials.
- Ensure availability of storage space and maintain order and cleanliness of the warehouses.
- Assist in the periodic stock reports and assist in carrying out periodic stock counts.
- Assist the Logistics team in maintaining records of all incoming and outgoing materials.
- Prepare and develop reports as required by management.
- Perform any other duties as assigned by line manager in line with job requirements.

#### **Professional competencies**

##### **Generic professional competencies:**

- Bachelor's degree in Business Administration, economics or any relevant similar field

- Basic experience from working in a humanitarian/recovery context
- 2 years' Experience in Logistics Function
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Good knowledge in English and Arabic, both written and verbal

**Context related skills, knowledge and experience:**

- Fluent in MS Office
- Good negotiation skills
- Proven knowledge and experience of procurement operations
- Relevant experience in the procurement sector.

**2. Behavioral competencies (max 6)**

- Managing resources to optimize results
- Analyzing
- Handling insecure environments
- Communication with impact and respect
- Working with people

We can offer

Duty station: North-West Syria Area Office (NWS) - Idleb

Required Number of employees: 1

Contract: Till the end of 2026. Renewable, based on funding and performance.

Salary/benefits: Grade 4 of NRC's salary scale ([NRC Grade profile](#))

NRC is an equal opportunity employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, or physical ability.

**Candidates who do not provide complete and detailed information in the online application form will not be considered.**

The application deadline is 29 March 2026.

Learn more about NRC's operations in Syria [here](#).

Why NRC?

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.

[Watch this short video](#) to see NRC in action.

We are looking for people who are passionate about helping refugees and people forced to flee. Are you one of those people? If you are, NRC offers you the opportunity to:

- Do demanding and professional work, often in challenging contexts
- Join a work culture that empowers every employee to share ideas and take responsibility
- Be part of a welcoming and supportive community committed to human dignity

[Learn more about NRC](#)

**To apply for this Vacancy, please copy the link below:**

[https://23109900.webcruiter.no/Main/Recruit/Public/5098710329?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/5098710329?link_source_id=0)