NRC NORWEGIAN REFUGEE COUNCIL

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 provided humanitarian assistance to more than **600,000 people,** particularly in the Governorates of Damascus, Aleppo, Quneitra, 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, ICLA, 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 purpose of the Logistics Technical Assistant position is to assist in the day-to-day implementation of the logistics function's responsibility.

Generic responsibilities

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

Our Ideal Candidate:

1. 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/ Specific 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

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

What do we offer:

- Duty station: South, Central Area Office, Damascus
- Contract: Fixed-Term Employment Contract until the end of December 2027.
- Salary/benefits: According to the NRC's salary scale and terms and conditions

IMPORTANT Considerations:

- This position is open to Internal and External candidates.
- Application deadline is 17 November 2027.
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

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

https://23109900.webcruiter.no/Main/Recruit/Public/5113229059?link_source_id=0