



Norwegian Church Aid (NCA) is a Norwegian registered non-governmental organization founded in 1947, with its headquarters in Oslo, Norway. NCA is one of the largest aid organizations in the Nordic region and works in more than 30 countries globally through both emergency and development programmes to provide assistance to people in need. Water, Sanitation and Hygiene (WASH) and Gender-Based Violence (GBV) are among NCA's main global competencies.

As an organization, NCA is committed to serving people in need regardless of their religious beliefs, ethnic background, or political affiliation. NCA has been providing humanitarian assistance in the Middle East region for more than ten years and has established an office in Damascus, Syria since 2021.

NCA Syria is currently seeking a qualified and motivated **Procurement and Logistics Officer** to support its operations in Syria.

Role and responsibilities

The Procurement and Logistics Officer will support and undertake procurement and logistics-related activities for NCA Syria, including procurement processes, import and clearance, transportation of goods, asset and inventory management, rental agreements, office and guest house maintenance, fleet management, warehousing, and storage.

The position requires a good understanding of logistics and procurement procedures, including NCA's Procurement Manual, NCA Routines and Guidelines, relevant parts of the NCA Operations Manual, donor requirements, and other internal procedures and instructions.

The Procurement and Logistics Officer will also support senior procurement and logistics colleagues in following up, guiding, supporting, and quality assuring NCA partners in Syria in relation to procurement and logistics. This includes supporting the implementation of measures to reduce risks related to mismanagement of funds, fraud, and corruption in procurement and logistics processes.

The position requires close coordination with programme staff for procurement planning and partner-related activities, and with finance staff to ensure proper payment planning and complete supporting documentation.

Key Responsibilities:

The Procurement and Logistics Officer will be responsible for the following tasks:

- Support the Procurement and Logistics Manager in ensuring that all procurement and logistics processes for NCA operations and partner projects are implemented in line with NCA procedures, the Operations Manual, the Procurement Manual, donor requirements, and any other relevant instructions.
- Support logistics operations, including import and clearance processes, transportation of goods, rental agreements, storage, and related follow-up documentation.
- Conduct market assessments, supplier mappings, and supplier visits, and support the maintenance of an updated supplier database, including past, existing, and potential suppliers.
- Track, document, and record supplier performance based on agreed indicators, including quality, effectiveness, efficiency, payment terms, and flexibility, and report underperforming suppliers to the Procurement Committee when relevant.
- Provide advice and support to programme teams on procurement-related matters, including raising procurement requests, specifications, sample analysis, procurement strategy, and general logistics functions.



- Prepare procurement documents, including RFQs, RFPs, and other related documents, ensure proper archiving in line with NCA requirements, and prepare complete procurement files and supporting documents for finance payment processing.
- Manage complex procurement processes and support the establishment, follow-up, and renewal of long-term framework agreements for key supplies and services.
- Establish and maintain good working relationships with suppliers, partners, government offices, UN agencies, and other NGOs on logistics-related matters.
- Participate, when needed, in partner procurement committee meetings and bid openings, and support partners in ensuring compliance with relevant procurement and logistics regulations.
- Coordinate closely with procurement and logistics colleagues, programme staff, and finance staff to ensure smooth, accountable, and timely planning and implementation of procurement, logistics, and payment processes.
- Provide training, guidance, assistance, and other types of support to partner staff on procurement and logistics matters when required.
- Participate in partner assessments, grant kick-off workshops, reviews, and monitoring of partners' routines, guidelines, systems, plans, and documentation.
- Ensure proper and up-to-date procurement and logistics documentation by reviewing records and reporting systems related to procurement, warehouse management, commodity tracking, transportation, and asset inventory.
- Support fleet and generator management, including reviewing logbooks, vehicle status checklists, generator logbooks, and fuel trackers, conducting physical checks, following up on maintenance, and supporting proper fuel monitoring.
- Support asset management, including asset tagging, registration, updating the asset/equipment register, physical asset counts, documentation of lost, damaged, sold, stolen, or otherwise disposed items, asset donations, and donor asset reporting.
- Ensure proper office and guest house maintenance, including overseeing routine maintenance, repairs, and cleanliness.
- Support office operations, including workstation setup, basic IT/logistics support, and coordination with Head Office IT when required.
- In case of warehousing, ensure that good warehouse and stock practices are followed in line with the Operations Manual, and support annual physical stock counting.
- Support improvements to procurement and logistics systems, procedures, and tools in cooperation with procurement and logistics colleagues.
- Carry out any other related duties required to support the implementation of NCA's operations in Syria.

Education:

- University degree in a related field, such as Logistics, Supply Chain Management, Business Administration, Engineering, Management, Finance, or any other relevant field.



Experience:

- A minimum of 3 years of relevant experience in logistics and procurement in a similar role or with similar responsibilities.
- Experience with a local or international NGO is required.
- Experience in procurement processes, supplier management, market assessments, procurement documentation, framework agreements, asset management, inventory, fleet management, warehousing, and office/guest house maintenance is highly desirable.
- Experience in supporting partners and ensuring compliance with procurement and logistics procedures is an asset.
- Good knowledge of international donor procurement policies and regulations is required.

Skills:

- Good communication and coordination skills.
- Good knowledge of procurement policies, logistics procedures, and donor regulations.
- Very good skills in Microsoft Office programmes.
- Good command of Microsoft Teams and document archiving systems is an asset.
- Fluency in verbal and written English and Arabic.
- Ability to provide others with clear direction and practical support.
- Ability to establish good working relationships with different departments, partners, suppliers, and external stakeholders.
- Ability to work cooperatively as a member of a team.
- Ability to independently organize work and prioritize tasks.
- Ability to meet deadlines and work under pressure.
- Strong attention to detail, especially in documentation, archiving, and compliance.
- Dynamic, analytical, accountable, and highly motivated individual.

Additional Information

- Contract Type: Full-time
- Duration: 6 months, with the possibility of renewal based on performance and funding
- Salary: According to NCA's salary scale
- Duty station: Damascus
- Application deadline: 19 July 2026.
- ***This is a national position. Applicants must be Syrian nationals.***

To apply for this vacancy, please use the following link:

<https://ncaco.recman.page/job/482018>