
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 Specific Information

Generic responsibilities:

1. Ensure adherence to NRC policies, handbooks, guidelines, SOP's and donor requirements
2. Implement NRC's logistic systems and procedures at area level
3. Ensure that SOP's regulate procedures at area office level, and perform periodic checks
4. Coordinate market assessment within the scope and request of programme/project developers
5. Ensure proper filing of all support documents
6. Support line manager in procedures and require support team training related to Procurement
7. Assist with the implementation of the logistics and procurement according to Plan of Action
8. Promote and share ideas for improvement of the logistic function
9. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
10. Report any breaches/concerns, in a confidential manner, through NRC reporting channels.
11. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner
12. Maintain logistic records, suppliers and equipment
13. Provide anti-corruption, transparency and cost efficiency focus in all processes.

Specific responsibilities:

1. Ensure adherence to the Logistics Handbook, NRC policies, and donor requirements.
2. Maintain a high-quality procurement system that is accountable, transparent, and fully compliant with NRC Procurement Policy and donor regulations.
3. Maintain and regularly update procurement monitoring tools, including the procurement tracking sheet, e-contract management platform, procurement plans, vendor evaluations, and price lists.
4. Coordinate the timely preparation of procurement plans for the office and projects, setting clear deadlines and monitoring implementation.
5. Coordinate and manage supply chain and logistics support for operations, including requisitioning and purchasing (up to USD 50,000 or in line with the Area Office threshold).
6. Ensure proper monitoring and control of procurement processes, including RFQs, ITBs, receipt and evaluation of bids/quotations, and contract negotiations, in full compliance with policies and procedures.
7. Conduct supplier/service provider pre-qualification, market research, and systematically identify and recommend reliable local suppliers or contractors while maintaining an updated database.
8. Maintain and monitor data on local supply sources and supplier performance, including pricing,

quality, and delivery timelines.

9. Conduct periodic risk assessments for procurement and contracting processes, identify high-risk areas, and implement appropriate control measures.

10. Ensure procurement records are properly maintained and filed from the initial request through to end-user delivery.

11. Promote anti-corruption, transparency, and cost-efficiency across all procurement processes.

12. In close coordination with the Finance Department, prepare regular cash advance clearances and payments, ensuring all supporting documents comply with NRC rules and regulations.

13. Update the procurement tracking sheet on a daily basis.

14. Ensure the implementation, monitoring, and evaluation of procurement-related initiatives and procedures.

15. Liaise with relevant stakeholders regarding the delivery of supplies and ensure timely communication of any changes.

16. Ensure all procurement documentation is properly scanned and stored in accordance with Securing Supporting Documentation guidelines.

17. Perform any other duties as assigned by the line manager.

Our Ideal Candidate

Generic professional competencies:

- Bachelor's degree in business administration, Economics, or a related field from a recognized university.
- Minimum 3 years of procurement and logistics experience at an Officer level in a humanitarian/recovery context.
- Documented results related to the position's responsibilities
- Fluency in written and spoken English and Arabic is essential.
- Capacity to work in a team with a common objective.

Context-related skills, knowledge, and experience:

- Fluent in MS Office
- High coordination skills with all internal and external stakeholders.
- Previous experience in handling the mid-value tendering process.
- Previous experience in using procurement E-Systems.
- Proven knowledge and experience of procurement operations
- Attention to details and compliance

Additional Information

Contract period: Up to 31 December 2026, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale **grade 6**, and terms and conditions

Duty station: **Syria, NES, Qamishli.**

To apply for this Vacancy, please copy link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5122915087?link_source_id=0