

**DEADLINE:** 31 March 2026

**TYPE OF CONTRACT/DURATION :** EXPERTIES CONTRACT / 3 MONTHS

**NO OF REQUIRED EXPERTS :** 1

**SALARY:** AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

**BASED:** Lattakia

### **ABOUT PUI IN SYRIA**

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia, Der alzour, Daraa ) and through the following interventions:

- Rehabilitation of collective and private shelters,
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK)).

### **GENERAL OBJECTIVE**

The Logistics Officer is the focal point for Logistics matters in the base of Lattakia support.

### **RESPONSIBILITIES AND TASKS**

#### **1- Logistics & Supply**

- Support in ensuring effective supply chain mechanisms in place to contribute to the successful implementation of the PUI activities in coordination with the different internal and external stakeholders.
- Support in the preparation of framework agreements with selected suppliers when necessary.
- Ensure provision of proper procurement file (PR, EQR, CBA, PO, contracts, GRN...)

#### **2- Warehousing & Transportation**

- Ensure timely movement of the goods to/from warehouse:
- Manage stock data and tracking systems in accordance with PUI standard procedures.
- Ensure receipt of goods is in good order as described on the purchase order.
- Sign all base document on behalf of logistics department.
- Ensure delivery of monthly packlog

#### **3- Assets & Equipment Management**

- Maintain asset register and inventory, ensuring that all assets and equipments are properly tagged/given an ID number, recorded, assessed and their physical location & condition documented.
- Ensure all assets and properties are maintained to a good working order and appropriate standard.

- Ensure that any storage facilities and/or warehouses are adequately maintained and managed, including the protection of stored goods

**4- Fleet Management**

- .Support in establishing and managing vehicle rental and service contracts as necessa- -

**5- Facilities Management**

- Manage rental contracts, proper and timely communication with owners of premises when needed;
- Monitor Performance of schedule maintenance at different premises;
- Proper warehouse management for stationary at PUI offices;
- Proper management of energy networks and equipment;
- Monitor the condition of PUI facilities to ensure that appropriate standards are achieved;
- Implement safety and security policies/procedures at PUI facilities .
- Monthly update of the Asset List.

**6- Staff Management & Reporting**

- Manage the local support team training, objectives, supervision of tasks, evaluations, and performance management.
- Produce and submit regular progress and analytical stock, assets, equipment inventory, orders, vehicles and fuel consumption, travel status reports as and when required

**This job description is not exhaustive and may evolve according to operational needs. Additional tasks may be assigned by the line manager in line with the position's objectives.**

**REQUIRED COMPETENCE AND SKILLS:**

- Actively work towards the achievement of the PUI goals
- Abide by and work in accordance with PUI principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

**POSITION REQUIREMENTS:**

➤ **Education**

- University degree in Business Administration, Logistics, Supply Chain Management, Accounting, or related field.

➤ **Experience**

- Minimum four (4) years of progressively responsible experience in logistics and procurement, preferably in humanitarian or NGO settings.
- Experience in staff supervision is an asset.
- Experience in management of staff (Preferred)
- Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities
- Excellent interpersonal and communication skills.
- Good analytical thinking and problem solving abilities.
- Ability to plan, prioritise and organise own and others' work.

- Computer literate, including word processing, databases/ spreadsheet use
- **Languages**
- Fluently spoken and written English
- Good command of Arabic

*Dear Appicante,*

*To apply for this Vacancy, Please click on the below link and fill the PUI Syria- Application form.*

<https://docs.google.com/forms/d/e/1FAIpQLSfq1NGQTtI2sQW1QsJ7IfEPH8JuydSAw5evaaWYq8irgoLa7Q/viewform?usp=dialog>

*(If the link above dose not work by clicking on it, please copy and paste it in the browser address bar).*

***PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities.***

***APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.***