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## **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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idlib, Hassakeh, Qamishli and Raqqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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**

- Responsible for the mid value bid/tender reviews, endorsing, tracking the comments, and sharing analysis with managers.
- Conduct trainings and provide orientation on logistics matters to logistics teams in country and area offices and main stakeholders.
- Contribute to the country objective of improved efficiency mainly in procurement, by actively reviewing, updating and health checking of the existing systems.
- Identify and build-up the needed systems for improving the efficiency of the procedures considering the context (i.e. vendor database, establishing more framework agreements).
- Ensure that procurements in all offices are being handled efficiently and timely by supervising the processes, collaboration with budget holders and programme unit and capacity building of the teams.
- Ensure that procurement plans are compiled and analysed for possible optimizations, and that processes are compliant with donor regulations. Conduct regular meetings with Budget Holders for review and analysis of the procurement plans.
- Make strategic planning for efficient and transparent procurement processes by identifying the needs and the gaps and by engaging as logistics representative in proposal planning phases.
- Make analysis reports of procurement processes and challenges countrywide and share them with management.
- Maintain procurement monitoring reports and ensure they are in place regularly updated: procurement tracking sheet, E-contract management platform, procurement plans, vendor database, vendor evaluations, price list. Ensure appropriate measures are taken to address audit findings and recommendations related to procurement.

Please download the [detailed job description](#) to learn more about the position.

### **Our Ideal Candidate**

- Minimum 3 years of senior Logistics experience (Coordinator or above) in Humanitarian/ recovery contexts.
- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a relevant field.
- Experience from working in complex and volatile contexts.
- Fluent in English and Arabic, written and verbal.
- Knowledge of the Syria context
- Knowledge of the Syrian context, sanction programme and market is required.
- Proven experience in Supply Change Management and Compliance.
- Result oriented, proactive in taking initiatives and passionate about the job.
- Experience of logistics systems and structures development.
- Proficient in MS Excel and Word.

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### **Additional Information**

- Duty station: Country Office - Damascus
- Contract: Till the end of Dec 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 8 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered.**
- The application deadline is **20 June 2026.**

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

[https://23109900.webcruiter.no/Main/Recruit/Public/5139092919?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/5139092919?link_source_id=0)