

TERM OF REFERENCE

LOGISTICS (Procurement) Assistant – Syria

ABOUT ACTED

“ We go the last mile. Founded in Afghanistan, against the backdrop of a forgotten crisis, Acted’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. Millions of vulnerable people around the world need humanitarian assistance today, and hundreds of millions will need it tomorrow, in the face of the growing threat of climate change. We believe that our assistance must be conceptualised and delivered within the framework of people’s natural environments, and the territories on which they depend. Therefore, Acted pursues a triple mandate as a humanitarian, environmental and development aid actor, contributing to the relief, stabilisation, and recovery of crisis-affected people in fragile areas. This vision is guided by the motto “Think Local – Act Global” - reflecting the need to rely on a deep understanding of local territories and contexts to develop and implement actions based on local knowledge, structures and capacities. This local thinking contributes to a global response - running through all Acted programming and operations - as we work together towards the building of a 3ZERO world: a world with Zero Exclusion, Zero Carbon, and Zero Poverty”.

Greening strategy:

Acted’s greening strategy aims to tackle environmental degradation and climate change while meeting the needs of the most vulnerable who are often those most affected by the deepening environmental crisis. Each Acted employee will adhere to these principles through key green programming responsibilities:

- Contribute towards the adherence and development of the greening strategy plan.
- Explore innovative green programming opportunities and/or solutions within your realm of responsibilities and roles
- Encouraging and promoting environmental safeguarding processes and environmental programming standards in accordance with SOPs and technical guideline notes

Acted PSEAH Policy:

The Logistics Assistant has the responsibility to adhere to the PSEAH Policy (Protection against Sexual Exploitation, Abuse and Harassment). The Logistics Assistant has the obligation to complete all mandatory trainings related to the Code of Conduct and the PSEA policy and report any safeguarding concern such as breaches of organisational policies or codes of conduct according to Acted’s procedures. The Logistics Assistant carries out work duties in a way that does not harm children, vulnerable adults or other staff or volunteers.

LOCATION: Damascus – Syria

START DATE: 01/10/2026

JOB PURPOSE

Under the supervision of the Logistics Officer/Senior Officer, the Logistic Assistant (Syria) is responsible for supporting all procurement processes under his/her area. The Logistic Assistant may be asked to supervise various aspects of the logistics department or focus on one activity. This will depend on the team structure at the Capital Office. However, all Logistic staff are expected to cover others and be aware of the procedures for all aspects of the logistic operations.

CHAIN OF COMMAND

Under the authority of:

Country Logistics Manager

WORKING RELATIONS

Internal Relations:

- Logistics Department
- Finance Department



<u>Line Management (When Applicable):</u> Logistic Officer (Senior Logistics Officer)	- Compliance Department - HR/Admin Department
<u>Functionally managed by:</u> Logistic Officer (Senior Logistics Officer)	<u>External Relations:</u> - Suppliers, Contractors

OBJECTIVES

- Contribute to timely, cost efficient & transparent supply chain management in country
- Contribute to timely, cost efficient & transparent transversal logistical management in country
- Ensure compliance to ACTED & donors' procedures in all logistics operations under his/her responsibility and actively promote logistics procedures

DUTIES AND RESPONSIBILITIES

1. Procurement :

- Managing Tender Inbox:
- In collaboration with the Senior Logistics Manager and Logistics (Senior) Officer, prepare Tender documents
- Ensure 100% of the documentation is correctly filed in hard-copy and electronic-copy and the Bid register ready with each opening session.
- Supporting the Logistics (Senior) Officer for their area in the preparation and follow up of all ongoing procurement.
- Maintaining the Supplier Database (**PRO-03.1**) for ACTED Syria, identifying new sources for common commodities.
- Preparing purchase documents (PMs/POs/Contracts) for purchases for review by the procurement committee.
- Ensure 100% of procurement documentation is correctly filed in hard-copy and electronic-copy and registered on the Order Form Follow-Up (OFFU).
- On occasion the Logistics Assistant (Damascus) may be requested to provide procurement support to other Areas of ACTED Syria.

2. Stock

- Review Stock receptions and completion certificates for contracts inside Syria, ensuring that adequate proof of completion and stock receptions are prepared in advance of payment.
- Check all the WASH payments each month and submitted to finance in a hard copy, also update the WASH tracker each month.

3. Filing

- Create separate folders for each reporting documents and file 100% of hard-copy documentation for each procurement.
- For procurement under his/her direct responsibility, ensure soft copies of 100% of all documents produced in the Capital Office are electronically filed in the correct location on ACTED's database.
- Follow-up on transmission of original and soft-copy documentation to Compliance according to defined timelines and audit schedules.
- Assists Logistics department as needed on administrative tasks such as printing and scanning Logistics documents.
- Support logistics team in handling the tender process.
- Prepare tender opening folders with all updated offers. prior to tender opening day

4. Reporting

- Register 100% of new orders on the Capital Order Form Follow-Up (OFFU) and record the progress of each procurement until the completed file is transferred to Finance for payment.
- Participate in other reporting upon delegation of his/her manager.
- Supplier's screening.



KEY PERFORMANCE INDICATORS

the key performance indicator (KPI) is a measurable value that demonstrates how effectively a company is achieving key business objectives. Organizations use KPIs to evaluate their success at reaching targets

- % success rate of daily tasks on time
- % of tasks achieved in a timely manner;
- % of reports submitted in a timely manner;
- Number of folders prepared
- Number of successful procurements under his/her direct responsibility completed & delivered on-time, in-full
- Accuracy of logistics OFFU, WASH trackers & TITANIC report
- General conclusion of internal audit reports on logistics aspects assigned to the Logistics Assistant (% compliance incidents compared to ACTED Logistics Manual and procedures)

QUALIFICATIONS

- Bachelor's degree in Logistics, Supply Chain, Business, Management/business or a related field;
- Fluent English and Arabic (written and spoken);
- Excellent writing and communication skills;
- At least 1 years' work experience with an INGO in an emergency and/or development setting.
- Ability to work under pressure in a high-pace environment;
- Good organisational and prioritisation skills;
- Strong interpersonal skills
- Strong analytical skills
- Highly organized, detail-oriented, and able to prioritize tasks to meet deadlines.
- Diligent, dedicated, and able to see complex procedures through to completion.
- Able to communicate complex information clearly, with excellent interpersonal skills.
- Self-motivated, able to work independently or as part of a team.
- Excellent computer skills including Microsoft Office (particularly Excel, Outlook, and Word), and files transfer systems.

How to Apply:

If you meet the requirements and interested in this role, please use the link below to access and complete the application form.

[Logistics \(Procurement\) Assistant 23-08-2026 – Fill in form](#)

