
NRC in Syria

In 2026, an estimated 15.6 million people in Syria, more than 61% of the population, continue to need humanitarian assistance, nearly 46% of whom are children. The fall of the former government in December 2024 raised hopes for the country's future and for people affected by the crisis. However, insecurity, economic hardship and extensive humanitarian needs persist, alongside emerging opportunities to support Syria's recovery. Since December 2024, approximately 1.7 million refugees and more than 2 million internally displaced people (IDPs) have returned to their areas of origin, while an estimated 5.5 million people remain internally displaced.

The Norwegian Refugee Council (NRC) has been a leading humanitarian actor in the Syria response, both inside the country and across the region, since 2012. Operating amid protracted conflict, socioeconomic deterioration, climate change and natural disasters, NRC delivers emergency assistance, transitional support, early recovery and resilience programmes to people affected by displacement and crisis. NRC also leads advocacy efforts to promote safe, sustained and unimpeded humanitarian access across Syria and calls for increased humanitarian funding and investment in resilience and early recovery to address urgent needs and support communities in rebuilding their lives.

Role and responsibilities

The Area Logistics Coordinator is responsible for overseeing NRC's logistics operations at the Area level, ensuring full compliance with both global and country-specific policies, procedures, and systems. This role involves leading all logistics processes and directly managing a logistics team. This role provides coordination, technical support, capacity building, and operational oversight to ensure efficient and effective logistics functions, including procurement up to USD 50,000, fleet management, asset management, and warehouse management at area level.

The Area Logistics Coordinator is engaged across all stages of the supply chain cycle to ensure that program needs are met on time. Page 1 of 4 The Area Logistics Coordinator works closely with Project Managers, the Area Programme Manager, and the Area Manager to identify and implement practical solutions to operational challenges encountered in the field.

Furthermore, the role is accountable for the overall implementation of NRC logistics systems and procedures across the area of operation. The coordinator reports to the Area Manager and operates in line with NRC's mandate, policies, and country-specific strategies.

Qualifications

Generic professional competencies:

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. Coordinate timely operational planning and management of logistic activities
4. Ensure that local SOP's regulate procedures at field office level, and perform periodic checks
5. Coordinate market assessment within the scope and request of programme/project developers
6. Prepare and submit reports and analysis
7. Ensure proper filing of all support documents
8. Support line managers in procedures and require support team trainings related to logistic

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9. Line management of the logistic team including recruitment and performance management
 10. Provide anti-corruption, transparency and cost efficiency focus in all processes (e.g. in procurement, vehicle management, asset management)

Personal qualities

Generic Professional Competencies

- Minimum 3 years of procurement and logistics experience in a humanitarian/recovery context or high risk, and/or complex environments.
- Bachelor's degree in business administration with a focus on logistics or operations or related field.
- Previous experience from working in complex, volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile

Context related skills, knowledge and experience:

- Fluency in written and spoken English and Arabic is essential.
- Experience of managing logistics team.
- Previous experience in using procurement E-Systems.
- Previous experience in handling the mid-value tendering process.
- Ability to communicate and facilitate a full procurement tendering process.
- Security in high risk environments, advisory or management experience is an asset.
- Attention to details and compliance
- High coordination skills with all internal and external stakeholders.
- Ability to work independently and with limited supervision.
- Ability to work under pressure.

Behavioural competencies:

These are personal qualities that influence how successful people are in their jobs. The following are essential leadership competencies for this position:

- Build meaningful relations
- Empower people
- Act with integrity
- Deliver results

We can offer:

- Duty station: One of NRC's operational hubs in South / Central Syria (Damascus or Homs). The duty station may change in accordance with operational requirements.
- Contract: Fixed-Term, until 31 December 2026, extendable.
- Salary/benefits: Grade 7 of NRC's salary scale (NRC Grade profile)
- NRC is an equal opportunity employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, or physical ability.
- We think outside the box, encourage ideas, and give responsibility to all employees at all levels. You will have many opportunities to be heard and take the initiative.

IMPORTANT Considerations:

- The application deadline is 11 November 2026
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

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

https://23109900.webcruiter.no/Main/Recruit/Public/5201372190?link_source_id=0