

Supply Chain Officer Syria - Damascus

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

About the job:

The Supply Chain - Procurement officer is responsible for procurement of program needs; This includes assistance in providing technical support and estimations.

Duties and Responsibilities:

- Support the Supply Chain Manager in procuring materials, equipment, services, and works in a cost-

- effective, timely, transparent, and competitive manner, in line with DRC and donor requirements.
- Support Country Office and Area Office procurement processes, including RFQs, ITBs, RFPs, and other solicitation processes, as required.
 - Provide basic procurement guidance to Programme, Support, Partnerships teams, and national partners to ensure compliance with DRC and donor requirements.
 - Support procurement processes for partner-implemented projects in line with partnership agreements and DRC procedures.
 - Ensure fair, transparent, competitive, and non-discriminatory procurement practices.
 - Liaise with suppliers to agree realistic delivery schedules, monitor deliveries, and support supplier performance monitoring.
 - Conduct market surveys and identify new or alternative suppliers offering improved service, quality, availability, pricing, or value for money.
 - Participate in bid and proposal evaluations and ensure evaluation reports, technical evaluations, negotiation minutes, and related records adequately justify recommendations.
 - Prepare contracts, purchase agreements, and contract amendments as required.
 - Track procurement processes from planning and request through evaluation, award, delivery, and final receipt, maintaining accurate trackers and databases.
 - Maintain accurate procurement data in DRC Dynamics and ensure procurement information is regularly updated and shared with relevant stakeholders.
 - Maintain complete, accurate, properly filed, accessible, and audit-ready procurement records in line with DRC and donor requirements, including electronic and hard-copy files.
 - Coordinate with Programme, Partnerships, Finance, and other relevant teams to ensure procurement and partner documentation is complete and available throughout the procurement and payment cycle.
 - Prepare and submit payment requests for completed procurements to Finance in a timely manner and follow up on pending documentation when required.
 - Ensure documentation for new supplier registration is complete and accurate for DRC Dynamics, supplier screening, and approval.
 - Ensure non-winning suppliers are notified of procurement outcomes in accordance with DRC procedures.
 - Support the Supply Chain Manager in monitoring supplier performance, including delivery, quality, responsiveness, and contractual performance.
 - Contribute to continuous improvement of procurement processes, tools, trackers, and filing systems.

Perform any other duties assigned by the Supply Chain Manager in accordance with DRC operational needs.

Experience and technical competencies:

- Minimum 2 years of experience in humanitarian logistics, procurement,
- Good understanding of the procurement rules and regulations of major international donors
- Excellent skill in MS Word, Excel, and PowerPoint
- Advanced English proficiency
- Fluency in local language (English and Arabic)

Education:

- University degree

Languages: (indicate fluency level)

- English: Very good written and spoken
- Arabic: Very good written and spoken

In this position, you are expected to demonstrate DRC' five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We offer:

Contract length: Until end of the 2026 and can be renewed depending on performance and funds.

Level: Non-Management- H

Location: Damascus

Expected Start date: As soon as possible.

Application process:

Interested? Then apply for this position [here](#)

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in the same language as this vacancy note. **CV-only applications will not be considered.**

Applications close: **06 September 2026**

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer

By working in DRC, you will be joining a global workforce of around 6500 employees in around 35 countries.

We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.