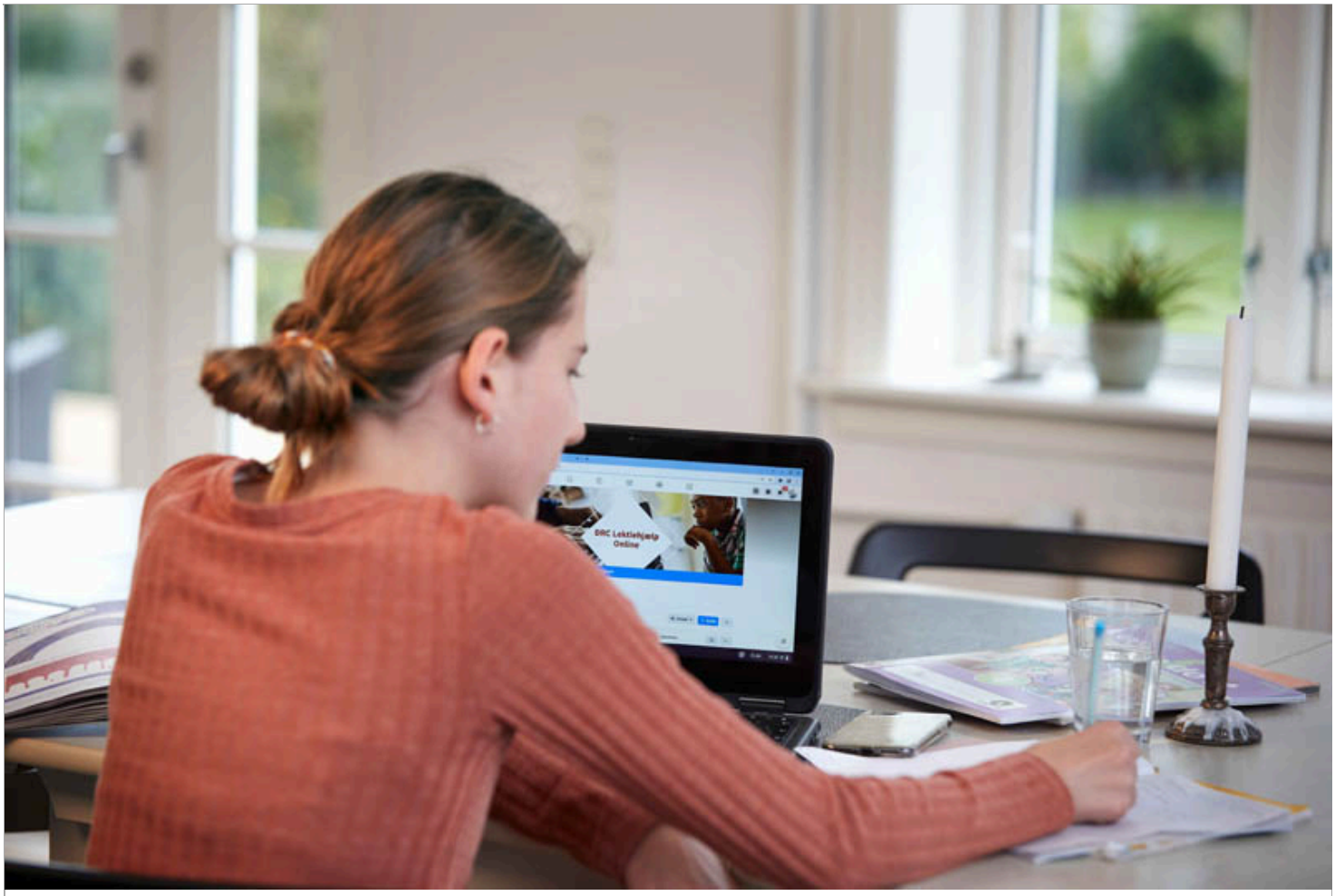


Supply Chain Specialist - Procurement

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.

Overall purpose of the role: This role has a country focus and ensures compliance with DRC procedures and guidelines and Operations Handbook within the country. The Supply Chain -

DANISH REFUGEE COUNCIL

Tip a friend
Print

APPLY FOR POSITION

Application due:
11/16/2026

Workplace:
Damascus

Department/Country:
Syria

Contract type:
National contract

Homepage:
drc.ngo

ABOUT DRC

Procurement Specialist is responsible for managing procurement processes, ensuring compliance and adherence to DRC and donor regulations, screening and liaising with suppliers, maintaining procurement records, and providing expert procurement guidance to the country organization. The role contributes to strengthening transparent, accountable and inclusive procurement systems, including supporting national partners in understanding and complying with DRC and donor procurement standards, in line with DRC's localization and equitable partnership commitments.

Key Responsibilities and Accountabilities:

- Ensure Archiving systems are maintained in both online and offline Formats as per standard SOPs.
- Ensure Adherence and compliance to DRC Operations Handbook on procurement.
- Vendor Prospects – Ensure all vendors are created in DRC Dynamics.
- Screen the suppliers in anti-terrorism databases.
- Review DRC supplier database and participate in and facilitate the supplier pre-qualification process.
- Support the Supply Chain Manager on ensuring that all materials and equipment are purchased by the projects in a cost-effective and transparent manner in line with DRC and donor specific policies, in collaboration with the manager.
- Liaise with suppliers to create realistic delivery schedules and compare actual deliveries to evaluate supplier performance and responsiveness.
- Support the SCM ensuring that all Purchase Requests, Purchase Orders, RFQ and ITBs are tracked from point of planning and request through to final receipt.
- Regularly review, update and share the information management databases and trackers to the SCM.
- Prepare and follow up the RFQ and ITB relevant documents, as well as TOC (tender) reports for procurement & tender committee review in collaboration with the SCM.
- Review ITB (Restricted, National and International) documentation before advertising or inviting suppliers.
- Participate in evaluation of bids and proposals and make sure the bids evaluation report, technical evaluation, minutes of negotiations and negotiated contract in selection of consultants contain all the facts and information required to justify the recommendations made in the report.
- Preparation of contracts and amendments of contracts when needed.
- Participate in providing consolidating project procurement plans or developing/updating the country PP to the program staff as required.
- Ensure the non-winning suppliers receive notification from DRC about the status of their bids.
- Ensure procurement files are accurate and records are complying with DRC and donor procurement policies, filing system is properly established, all soft copies and hard copies of procurement files are accessible and manageable by auditors.
- Compile monthly reports received from field offices to provide country procurement reports to relevant managers.
- Organize procurement training for non-logistics staff and small-scale refresher training for procurement staff.
- Ensure proper application of ERP supply chain processes in the country.
- Provides expert advice and support to set strategy and assure operational quality and compliance.
- Support the team leader Clean up Files on ERP system (DYNAMIC).
- Coordinate with the Partnerships and Programme teams to ensure procurement processes for partner-implemented projects are well planned and compliant with agreed partnership arrangements.
- Contribute to documentation and sharing of procurement lessons learned to strengthen operational efficiency and partner capacity over time.
- Provide procurement guidance and clarification to DRC programme teams and national partners to ensure understanding and compliance with DRC and donor procurement policies.
- Support capacity strengthening of national partners in procurement planning, documentation, archiving, and compliance requirements where applicable.
- Contribute to procurement risk assessments related to partner-implemented projects, ensuring alignment with DRC's partnership compliance framework.
- contributing to the establishment and management of country-wide Purchase Agreements.

Experience and technical competencies:

- Minimum 5 years of experience in procurement in a humanitarian setting.
- Knowledge and experience in dealing with service providers and contractors.
- Experience working with national partners and supporting compliance with donor procurement regulations is an asset.
- Understanding of localisation principles and experience supporting partner capacity strengthening in procurement processes is desirable.
- Excellent computer skills in MS Word & Excel.
- Experience with standard procurement procedures and documentation.
- Experience in ERP Systems.
- Full professional proficiency in English.

Education:

- Bachelor's degree in a relevant field.

Languages:

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

- English (Fluent)
- Arabic (Fluent)

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**: 12 months (Extension based on performance and funds)
- **Salary Level**: NMG2 (in accordance with the DRC's salary scale)
- **Location**: Damascus
- **Expected Start Date:** As soon as possible

Application process

Interested? Then apply for this position here: Talentech - Supply Chain Specialist - Procurement - Application Form

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

Applications closes on **16 November 2026**

NOTE: Due to the urgency to fill this position, the applications will be reviewed on a rolling basis.

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

DRC as an employer
By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 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.

About DRC

DRC Dansk Flygtningehjælp

03:07

Apply for position