



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Logistics Manager.

Contract type: Full Time.

Duty Station: Idleb Syria.

Number of Vacancies: 1.

Application Closing Date: September 13, 2026, 4:00 PM.

➤ **JOB SUMMARY :**

The Manager, Logistics will be responsible for, and accountable for executing and providing technical oversight and support to the management of Warehouse, Asset, Fleet, cargo transport, GIK reporting and other assigned activities in compliance with International Medical Corps, host country and donor procedures, rules and regulations. Keeps close contact with the Regional Logistics team (and global team when required) for guidance, technical support and reporting related to procurement. Typically works under the direct supervision of the Coordinator Logistics. Geographic scope: Countrywide.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

➤ **MAIN TASKS AND RESPONSIBILITIES:**

Coordination and representation

- In coordination with Logistics Coordinator, manages the country logistics activities. Provides technical oversight, input, direction and supervision to Logistics staff to ensure effective and timely support to projects implementation.
- Supports initial Logistics and Supply Chain assessment and continuous reassessing of the operational context including infrastructure, access routes for the country mission. Supports optimal resource planning based on assessment. Responsible for management of warehousing, assets, fleet, cargo transport, GIK reporting, etc. in line with applicable policies, procedures, SOPs and guidelines.
- Participates in projects planning, design, and budgeting to ensure that required logistics human and material resources and systems are accounted for and are suitable to support planned operations and expected workload.
- Support implementation of logistics strategies in line with country program/operation strategy and preparedness plan. Supports smooth implementation of IMC programs and operations, through participation in planning procurement/GIK deliveries and commodities dispatches to distribution, and effective coordination of other logistics activities at the country level.
- Enhances business coordination among the logistics, program and finance departments to develop consensus around priorities and joined problem solving to improve the delivery of assistance to beneficiaries.
- Identifies and anticipates logistics risks impacting program activities. Develops and implements related risk mitigation/reduction activities.
- Ensures together with the country management team that logistics support requirements in terms of staffing and internal logistics infrastructure, required for effective project support, are correctly accounted for and budgeted in all project proposals.
- Supports Logistics Coordinator, to coordinate with heads of department and develop logistics solutions, feed other departments with relevant logistics information and data useful to enhance project deliverables and seeks feedback to ensure actions on identified improvements.
- Identify and share ideas, innovations, best practices and requests for improvements related to business processes and related tools at local and global level.

- Implements, analyzes and monitors Key Performance Indicators for all logistics aspects.
- Ensures standard reports are prepared, analyzed and shared with stakeholders as per standard requirements and schedule. Support timely data collection and submission of logistics reports to donors.
- Represents positively International Medical Corps to government officials, community representatives, Logistics Cluster, NGO Forums, partners and vendors in a positive and professional manner.
- Contributes to the creation of a positive image and overall credibility of the organization, through the application of International Medical Corps' mandate, ethics and values both internally and externally.
- Responsible for implementation of US Export Compliance regulations and Anti-Terrorism and Prohibited Party Screening Policy, within all logistics and supply chain activities of the country mission. Ensures logistics activities minimize negative impact on environment.

Logistics

- Oversees correct implementation of International Medical Corps standard systems and procedures for management of warehouse, transport, fleet, asset and GIK reporting.
- Responsible for the design, deployment and implementation of Logistics information management and reporting system in line with organizational standards.
- Collects and analyzes Productivity and Quality evaluation indicators, feedback from requesters/users and business partners/suppliers and adjust logistics strategies accordingly to achieve the best Value-For-Money.
- Ensures Service Level Agreements (SLAs) with other departments are agreed upon, periodically reviewed and updated. Ensures that logistics planning timelines accounts for agreed SLAs. Ensures capturing, tracking, analyzing and reporting logistics data.
- Ensures that transactions are documented, stored and accessible as per standard procedures, and audit trail is in place. Participates in coordination with Country and HQ Logistics & Supply Chain team on international orders delivery and other remote support activities or projects.
- Support acquisition of import/transit/export permits for international shipments, and timely custom clearance. Supervises and coordinates all logistics matters related to fleet and fuel management, to ensure that vehicles are registered, insured, managed and maintained, have adequate equipment (safety, communication, tools, etc.) and spare parts/accessories, and all accidents are reported and properly handled.
- Support Logistics Coordinator in maintaining fit for purpose and optimized country fleet of vehicles and where applicable generators.
- Ensures usage of fuel is correctly supervised, logged and reconciled.
- Ensures commodities and people are transported safely, drivers are trained and consistently implement driving safe procedures, mandated by IMC and local laws.
- Support coordination of cargo transport at country level through appropriate transport modes and means, sourced by IMC or through partners, Logistics Cluster, etc. and where required ensuring acquisition of necessary permits for shipping from local authorities.
- Support Logistics Coordinator in elaboration of adequate equipment/asset acquisition and replacement plan (including ICT items) and reflected in project proposals and budgets.
- In collaboration with Asset Manager and focal points, ensures that Asset List is up to date and all assets and attractive items are properly recorded, assigned to a custodian, tracked, maintained and reported until the final disposal in line with requirements from IMC Asset manual and applicable donor regulations. Ensures warehouses are selected and registered as per IMC procedures.
- In collaboration with Logistics Coordinator, ensures warehouse operations have adequate staffing, equipment, furniture, supplies and required infrastructures improvements to maintain optimal storage conditions, safety and security. Ensures accurate, compliant and transparent warehouse management as per IMC manuals and country regulations. Ensures documented quantity and quality control for all deliveries.
- Ensures proper implementation of item catalogue use in logistics activities.
- Ensures that stocks owners have access to stock status reports to facilitate timely stock replenishment and distribution planning.
- In collaboration with Logistics Coordinator, ensures timely sharing of newly received GIKs documentation with HQ Logistics Desk to facilitate financial booking.

- Support Logistics Coordinator with equipment and supplies insurance acquisition facilitation by providing timely and accurate information.
- Where required, support Logistics Coordinator to ensure telecommunication equipment licenses are acquired through appropriate authorities (HF, VHF, Satellite phones, BGAN, VSAT, etc.), properly operated and maintained in a cost-efficient manner.

Compliance, Audit and related controls

- Responsible for assigned activities compliance with IMC policies and procedures and applicable donor regulations and local laws.
- Supports implementation of department control mechanisms over business processes and related activities compliance. Remains updated on donor policies and procedures related to Logistics & Supply Chain and is responsible for timely dissemination and consistent application across the country program.
- Supports assessment and evaluation of risks impacting Logistics and ensures action plans are in place to mitigate, minimize or remove risks impact.
- Ensures maintaining of accurate filing systems, with documented and auditable records of all Logistics & Supply chain transactions and reports.
- Supports timely submission of mandatory logistics reports to the country management team, and Global Logistics & Supply Chain team, in line with IMC policies and procedures.
- Works with Finance, Compliance, Audit, country Logistics department colleagues and Regional Logistics team to assess compliance of business processes and related documentation to identify gaps and implement necessary corrective measures and risks mitigation. Implements corrective
- measures in coordination with country and HQ management. Provides responses to audit queries where applicable.
- In coordination with Logistics Coordinator, ensures Export Compliance requirements for all Logistics & Supply Chain actions are screened, applied and properly documented in line with applicable license terms & conditions, to avoid any potential violation.
- Where assigned, consults with HQ Focal Points for export compliance on existing licenses requirements and need for any new license or renewal of licenses required to conduct operations.

Fraud prevention

- Committed to fraud prevention, detection, reporting and fraud risk reduction as per IMC policies and procedures, donor regulations and local laws.
- Logistics Management & Information System (LMIS)
- Supports implementation of software solution for logistics at country level.
- Supports Logistics Coordinator in efforts that LMIS users are trained and use software solutions consistently and accurately.
- Supports Logistics Coordinator to ensure that country related LMIS reports/dashboards are available or accessible to stakeholders.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

➤ MINIMUM QUALIFICATIONS:

- ❖ Typically, a bachelor's degree in Humanitarian Logistics, Supply Chain Management, International transport, business trade, or Humanitarian Supply Chain Management. An equivalent combination of relevant education and experience may be substituted as appropriate.
- ❖ Typically, 7+ years of relevant experience working in humanitarian logistics.
- ❖ Commitment and demonstrated skills to build national staff capacity in logistics management, supervision and monitoring.
- ❖ Strong organizational and problem-solving skills with analytic approach.

- ❖ Strong interpersonal, management and leadership skills. Experience in remote management.
- ❖ Ability to create and maintain effective team spirit, work in participatory manner with staff under supervision and other stakeholders to assess needs, implement and monitor activities.
- ❖ Ability to integrate and work well within multi-ethnic and multicultural teams.
- ❖ Advanced use of MS pack. Able to build staff capacity on design and use of excel forms.
- ❖ English (Able to read, analyze and interpret business contracts, technical procedures, or governmental regulations. Ability to write reports). French, Spanish, Arabic is a plus.
- ❖ Prior knowledge and understanding of donors' rules and regulations applicable to Logistics (USAID/BHA, ECHO, EC, DFID, etc.) is desired.
- ❖ Ability to define problems, collect data, establish facts, and draw valid conclusions
- ❖ Ability to interpret an extensive variety of technical instructions (including in the medical field) and possessing resourcefulness, flexibility and creativity essential to work with a wide range of programs activities. Valid Driving license (preferred).

❖ **Salary and Benefits:**

- o As Per IMC Salary Scale.
- o Life Insurance.
- o Social Security.
- o Medical Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritize safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.

If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com

Please do not submit your CV or application to this website; it will not be considered for review.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

- **This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.**

To apply for this vacancy please click on the following link and fill in the required information:

[Logistics Manager- Syria \(Idleb Office\)-LOG-13092026](#)

Alternatively, scan the following QR code by your mobile camera:

