



Job Description

Logistics Responsible - National

Objective:

The Logistics Responsible supports the Logistics Coordinator in managing mission logistics in line with SI procedures, overseeing procurement, stock, assets, ICT, premises, fleet and communications. S/he supervises logistics staff and ensures continuity of operations in the Logistics Coordinator's or field Logistics Manager's absence.

Desired start date: 01 December 2026

Type of Contract: Fixed-term contract, subject to renewal depending on organisational needs, availability of funding and satisfactory performance.

Location: Coordination Office, Damascus

Key Responsibilities

Procurement: Identify operational needs, prepare Purchase Lines (PLs), define specifications, support procurement, verify deliveries, monitor service providers and report discrepancies or supplier issues to Supply.

Stock Management: Ensure secure, organized warehouses; record stock movements; maintain accurate registers; consolidate and reconcile monthly base inventories; follow up discrepancies, losses and damages; and ensure proper documentation and archiving.

Asset Management: Maintain accurate asset records in Kostango across all bases. Manage labelling, allocation, handovers, returns, storage and physical inventories. Monitor asset conditions and coordinate repairs, maintenance, replacement, transfers, donations and disposal in line with SI procedures.

ICT Management: Maintain mission ICT infrastructure, networks, connectivity and equipment. Provide user support; coordinate account creation and deactivation; brief new joiners on LINK, MySupply, Kostango and XodoSign; ensure backups, antivirus protection and ICT security compliance; and coordinate unresolved issues with HQ IT.

Premises Management: Ensure offices and guesthouses meet SI safety, security and maintenance standards. Inspect premises, follow up repairs and utilities, coordinate payments with Admin/Finance, and conduct rental market assessments every six months and before significant renewals.

Fleet, Shipments & Communications: Monitor vehicle documents, fuel, mileage, maintenance, repairs and equipment. Coordinate vehicle movements and fleet optimization. Follow up shipments, freight, customs clearance and import exemptions. Maintain communication equipment records and ensure compliance with applicable legislation.

Security & HR: Support updates of security plans, evacuation plans, risk analyses, security phases and the constant companion document. Brief new joiners on logistics and ICT, train and appraise logistics staff, organize team meetings and support base teams.

Reporting & Coordination: Consolidate monthly logistics reports, maintain accurate archives, participate in coordination meetings, represent the Logistics Coordinator when delegated and support archive transfers to HQ.

DIPLOMAS AND EXPERIENCE

Education & Certifications:

Bachelor's degree in Information Technology, Computer Science, Information Systems, ICT, Logistics, Supply Chain Management, Business Administration, or another relevant field.

Experience:

- **Experience in the humanitarian sector:** is an advantage
- **Experience in a similar position:** at least 2 years

Key Competencies & Personal Qualities:

TECHNICAL SKILLS

- Minimum 2–3 years of relevant professional experience in IT/ICT support, operational logistics, facilities management, asset management, administration, or a related operational function.
- Strong practical IT/ICT skills are highly desirable, including troubleshooting common hardware and software issues, internet and network connectivity, printers, shared folders, user accounts and access management, data backup and basic IT security.
- Experience in asset/equipment management, including inventory, allocation, handover, return, tracking and physical verification, is highly desirable.
- Experience in one or more operational logistics areas such as premises/facilities, fleet, stock/warehouse management or equipment maintenance is an advantage.
- Ability to maintain accurate records, tracking tools and reports, with strong attention to detail and ability to identify and follow up on discrepancies.
- Good organizational and problem-solving skills, with the ability to provide practical support to users and coordinate with different teams and service providers.
- Experience working with ERP systems, asset management systems, document management platforms or other organizational software is an advantage.
- Previous experience with LINK, MySupply, Kostango or XodoSign is an asset but not required.
- Previous experience with an INGO/NGO or humanitarian organization is an advantage but not mandatory.
- Knowledge of humanitarian logistics procedures, donor compliance, procurement processes and stock/fleet management is an advantage and can be developed through on-the-job coaching and training.
- Ability and willingness to learn SI logistics procedures and progressively take responsibility for operational logistics functions.
- Experience in supporting or training colleagues on IT systems, tools or operational procedures is an advantage.

TRANSVERSAL SKILLS

- Strong analytical and problem-solving abilities.
- Effective planning and organizational skills.
- Clear communication and reporting proficiency.
- Team leadership and capacity-building experience.
- Adaptability in complex and changing environments.
- High integrity and commitment to compliance standards.

LANGUAGES

- **English:** Professional working knowledge
- **Arabic:** Fluent

SI Will Offer you:

A salaried position:

SI will offer a monthly gross salary of **1,620 USD**, along with a comprehensive benefits package.

“Please note that the proposed salary is subject to taxation and social security deductions in compliance with Syrian local laws”

Application process

Interested candidates are invited to apply at the link below

Female candidates are strongly encouraged to apply.

[Submit your application](#)

Please note the vacancy may close before the deadline.

Thank you for your understanding.