

DEADLINE: 10 April 2026

TYPE OF CONTRACT/DURATION : EXPERTIES CONTRACT / 3 MONTHS

NO OF REQUIRED EXPERTS : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: Aleppo

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia, Der alzour, Daraa) and through the following interventions:

- Rehabilitation of collective and private shelters,
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK)).

GENERAL OBJECTIVE

Under the supervision of Head of base and the technical guidance of the Deputy Logistics Coordinator, The Logistics /Finance Support Officer is the focal point for Logistics/ Finance matters in the base of Aleppo

RESPONSIBILITIES AND TASKS

1- Procurement of goods/ services:

- He / She checks and processes the purchase requests according to PUI guidelines and procedures.
- He / She seeks products that offer good value for money, negotiates the best prices, clarifies requests where necessary, and completes purchase orders requests;
- He / She ensures the quality of the purchased items, prior signature of the PO, based on detailed specifications and samples provided by the suppliers;
- He / She is responsible to visit the market when needed to complete the purchasing process for required materials in local market. Page 2/3 Job Description – Procurement Officer – PUI Syria
- He / She well communicate with requesters (PUI) and suppliers to ensure the ordered items are matching the PUI minimum requirement.

2- Logistics & Supply:

- Support in ensuring effective supply chain mechanisms in place to contribute to the successful implementation of the PUI activities in coordination with the different internal and external stakeholders.
- Support in the preparation of framework agreements with selected suppliers when necessary.
- Ensure provision of proper procurement file (PR, EQR, CBA, PO, contracts, GRN...)

3- Warehousing and Transportation:

- Ensure timely movement of the goods to/from warehouse:
- Manage stock data and tracking systems in accordance with PUI standard procedures.
- Ensure receipt of goods is in good order as described on the purchase order.
- Sign all base document on behalf of logistics department.
- Ensure delivery of monthly packlog

4- Fleet

- .Support in establishing and managing vehicle rental and service contracts as necessary -

5- Facilities Management

- Manage rental contracts, proper and timely communication with owners of premises when needed;
- Monitor Performance of schedule maintenance at different premises;
- Proper warehouse management for stationary at PUI offices;
- Proper management of energy networks and equipment;
- Monitor the condition of PUI facilities to ensure that appropriate standards are achieved;
- Implement safety and security policies/procedures at PUI facilities .
- Monthly update of the Asset List.

6- Staff Management and Reporting

- Manage the local support team training, objectives, supervision of tasks, evaluations, and performance management.
- Produce and submit regular progress and analytical stock, assets, equipment inventory, orders, vehicles and fuel consumption, travel status reports as and when required

This job description is not exhaustive and may evolve according to operational needs. Additional tasks may be assigned by the line manager in line with the position's objectives.

REQUIRED COMPETENCE AND SKILLS:

- Actively work towards the achievement of the PUI goals
- Abide by and work in accordance with PUI principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager

POSITION REQUIREMENTS:

➤ **Education**

- University degree in Business Administration, Logistics, Supply Chain Management, Accounting, or related field.

➤ **Experience and Skills**

- procurement with LNGO or INGO.
- University Degree in Business Administration, Accounting, Information Technology.
- Experience in management of staff (Preferred)
- Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities
- Excelent interpersonal and communication skills.
- Good analytical thinking and problem solving abilities.
- Ability to plan, prioritise and organise own and others' work.

- Computer literate, including word processing, databases/ spreadsheet use.
- **Languages**
 - Excellent command of Arabic
 - Good spoken and written English

Dear Appicante,

To apply for this Vacancy,Please click on the below link and fill the PUI Syria- Application form.

https://docs.google.com/forms/d/e/1FAIpQLSfrnaGeTwRhY3jpcugyVr2BLMLOLr_HeVv1SUf5lknlG_ExXA/viewform?usp=dialog

(If the link above dose not work by clicking on it, please copy and paste it in the browser address bar).

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.