
NRC in Syria

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.

NRC currently has over 3,000 staff across the Middle East dedicated to assisting people affected by conflict in Jordan, Syria, Lebanon, Iraq, Libya and Palestine. Its humanitarian interventions are based upon its programming expertise in the Core Competencies of Shelter, Education, WASH, Livelihoods and Food Security, and Information Counselling and Legal Assistance (ICLA) to vulnerable displaced people that were forced to flee.

[Watch this short video](#) to see NRC in action.

We are looking for people who are passionate about helping refugees and people forced to flee. Are you one of those people? If you are, NRC offers you the opportunity to:

- do demanding and professional work, often in challenging contexts.
- join a work culture that empowers every employee to share ideas and take responsibility.
- be part of a welcoming and supportive community committed to human dignity.

Learn more about NRC's operations in Syria [here](#).

What we are looking for

NRC Syria is in search of a **Logistics Adviser** who will oversee all **procurement** and operational procedures according to NRC standards and to support the program/project implementation. The position holder will ensure that NRC Syria is well positioned to respond to current and future needs and shall demonstrate strong engagement and leadership in all major logistics actions while ensuring capacity building of the logistics teams across the entire country.

If you are a passionate, seasoned leader with extensive experience in **Procurement in humanitarian settings, Capacity Building/ Training, Strategic planning** then this is the role for you!

*******Please note for this role, applicants must be legally eligible to work in Syria. We are unable to provide work permits or visa sponsorships for this position. ****

What you will do

The role will have some of the following responsibilities:

- Responsible for the mid value bid/tender reviews, endorsing, tracking the comments, and sharing analysis with managers.
- Conduct trainings and provide orientation on logistics matters to logistics teams in country and area offices and main stakeholders.
- Contribute to the country objective of improved efficiency mainly in procurement, by actively reviewing, updating and health checking of the existing systems.
- Identify and build-up the needed systems for improving the efficiency of the procedures considering the context (i.e. vendor database, establishing more framework agreements).
- Ensure that procurements in all offices are being handled efficiently and timely by supervising the processes, collaboration with budget holders and programme unit and capacity building of the teams.
- Ensure that procurement plans are compiled and analysed for possible optimizations, and that processes are compliant with donor regulations. Conduct regular meetings with Budget Holders for review and analysis of the procurement plans.
- Make strategic planning for efficient and transparent procurement processes by identifying the needs and the gaps and by engaging as logistics representative in proposal planning phases.
- Make analysis reports of procurement processes and challenges countrywide and share them with management.
- Maintain procurement monitoring reports and ensure they are in place regularly updated: procurement tracking sheet, E-contract management platform, procurement plans, vendor database, vendor evaluations, price list. Ensure appropriate measures are taken to address audit findings and recommendations related to procurement.

Please download the [detailed job description](#) to learn more about the position.

What you will bring

- **Minimum 3 years** of senior Logistics experience (Coordinator or above) in Humanitarian/ recovery contexts.
- **Bachelor's degree** in Logistics, Supply Chain Management, Business Administration, or a relevant field.
- Experience from working in **complex and volatile contexts**.
- **Fluent in English and Arabic**, written and verbal.
- Knowledge of the Syria context

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- Knowledge of the Syrian context, **sanction programme and market is required.**
 - Proven experience in **Supply Change Management and Compliance.**
 - **Result oriented, proactive** in taking initiatives and passionate about the job.
 - Experience of **logistics systems and structures development.**
 - Proficient in **MS Excel and Word.**

What we offer:

- Duty station: **Damascus.**
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- Travel: Approximately 20-30% to areas of operation.
- Salary/benefits: **Grade 8 on NRC's National Syrian** salary scale.
- NRC is an equal opportunities employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, and physical ability.
- We think outside the box, encourage ideas, and give responsibility to all employees at all levels. You will have many opportunities to be heard and take the initiative.

[Find out more about the benefits of working for NRC](#)

Important information about the application process

- Internal candidates: To apply as an internal candidate, log in with your official email or click on Opportunity Marketplace.
- For current NRC employees, please use your official email address when applying.
- Submit your application and CV in English, taking care to attach your latest CV.
- We receive many applications for each vacant position and so only shortlisted candidates will be contacted.
- Applications that do not meet the minimum standards in terms of experience or qualifications will generally not be considered. Unsolicited applications not related to this specific job advertisement will not be considered.
- If you have any questions about this role, please email mero.recruitment@nrc.no with the job title as the subject line.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5197431549?link_source_id=0