

NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role Specific Information

The Logistic officer is a member of the Logistics team in the Area office. The Logistic department is responsible for logistical processes including procurement, warehouse, asset and fleet management of the organization in a highly challenging and volatile context.

Generic responsibilities:

1. Implement delegated procurement functions portfolio according to Plan of Action.
2. Conduct and follow up daily operational procurement activities.
3. Support the administration of resources so that deliverables are achieved within set budgets, timelines and standards.
4. Ensure proper filing of all support documents as per the Securing Supporting Documents' (SSD) requirements.
5. Promote and share ideas for improvement of the procurement function.
6. Compliance and adherence to NRC policies, guidance and procedures.
7. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
8. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
9. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

What you will bring:

Generic professional competencies:

- Documented results related to the position's responsibilities.
- Proven knowledge and experience of procurement operations.
- Fluency in Arabic and English, both written and verbal.

Context related skills, knowledge and experience:

- Bachelor Degree in Logistics, Business Administrations, Economics ... or equivalent.
- Minimum 2 - 3 years of experience in working in procurement or relevant field.
- 1 - 2 years of experience in working in humanitarian/recovery context.
- Previous experience in working in complex and volatile contexts.
- Experience with Office applications (MS Office).
- Good negotiation skills.

2. Behavioural competencies:

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environments
- Planning and delivering results
- Working with people
- Analyzing
- Communicating with impact and respect
- Coping with change

What do we offer:

- Duty station: Homs, Syria.
- Contract: Till the end of December 2026. Renewal based on funding and performance.
- Salary/benefits: According to the NRC's salary scale and terms and conditions

IMPORTANT Considerations:

- This position is open to **Internal and External candidates; however, Qualified internal candidates will be prioritized.**
- Application deadline is **16 May 2026.**
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

To apply for this Vacancy, please copy the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5122855483?link_source_id=0