JOB TITLE: LOGISTICS Manager
BASED IN Der ALZOUR

DEADLINE: 04 June 2026
TYPE OF CONTRACT/DURATION : EXPERTIES CONTRACT
NO OF REQUIRED EXPERTS : 1
SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE
BASED: DER ALZOUR

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, Lattakia, 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 the Field Coordinator and the technical guidance of the Deputy Logistics Coordinator, the Logistics Officer ensures the effective, compliant, and efficient management of logistics, procurement, supply chain, assets, fleet, facilities, and warehousing functions at base level, in accordance with the procedures of PUI and donor regulations. The Officer contributes to the successful implementation of program activities by ensuring timely availability of goods, services, and logistical support.

RESPONSIBILITIES AND TASKS

1- Procurement & Supply

- Ensure all procurement processes comply with PUI internal procedures and donor regulations.
- Apply procurement thresholds appropriately (direct purchase, RFQ, tender).
- Prepare and manage complete procurement files (PR, EQR, CBA, PO, contracts, GRN, etc.).
- Conduct market assessments and maintain an updated supplier database.
- Develop and manage framework agreements where relevant.
- Participate in bid analysis processes as required.
- Ensure transparency, fairness, and anti-fraud measures throughout procurement processes.
- Monitor procurement expenditures in coordination with Finance and Program teams.
- Follow up with Finance on payment cycles and ensure complete documentation.
- Develop and update monthly procurement plans in coordination with all departments.
- Identify procurement risks and propose mitigation measures to ensure operational continuity.

2- Warehouse & Stock Management

- Monitor deliveries according to contractual terms. Liaise effectively with suppliers to ensure Ensure proper receipt, inspection, and documentation of goods.
- Verify that goods match purchase order specifications.

- Maintain stock cards and stock tracking systems in accordance with PUI procedures.
- Ensure timely dispatch and movement of goods to/from warehouse.
- Ensure proper storage conditions and protection of goods.
- Conduct regular physical inventory and reconcile discrepancies.
- Submit monthly stock reports and backlog documentation.

3- Assets & Equipment Management

- Maintain an updated asset register and inventory database.
- Ensure all assets are tagged, recorded, and physically verified.
- Monitor asset conditions and ensure proper maintenance.
- Ensure completion and filing of staff asset handover forms.
- Conduct periodic asset inventories and monthly asset list updates.
- Ensure adequate management of storage facilities

4- Fleet Management

- Support establishment and monitoring of vehicle rental/service contracts.
- Ensure vehicles are properly documented (log sheets, fuel tracking, maintenance records).
- Verify drivers conduct regular vehicle checks and adherence to safety standards.
- Prepare and submit monthly fleet documentation (log sheets, invoices, fuel reports).
- Monitor fuel consumption and report anomalies.
- Ensure compliance with safety and security movement procedures in coordination with the Access and Liaison Officer

5- Facilities Management

- Ensure the identification and contractualization of leases for premises (offices, housing and warehouses) according to geographical, operational, security and financial criteria, in close collaboration with the Field Coordinator.
- Contribute to the fitting out of premises according to PUI standards;
- Contribute to ensuring decent living and working conditions for all employees in all premises by providing in particular electricity, drinking water, office supplies, etc.
- Supervise preventive and corrective maintenance work for the premises.
- Assist in establishing a monthly physical inventory of all other assets (in addition to the monthly monitoring done elsewhere).
- Ensure that technical safety and security guidelines are applied in all premises;
- Ensure the efficient and complete circulation, filing and archiving of documents related to the premises (lease approvals, security installations, etc.)

6- Internal Control, Compliance & Audit

- Ensure proper archiving of all logistics and procurement documentation (hard and soft copies).
- Maintain full audit trail for all transactions.
- Respect segregation of duties and approval hierarchies.
- Support internal and external audits when required.
- Immediately report any suspected fraud, misconduct, or compliance breach

7- Staff Management & Reporting

- Supervise and support base logistics support staff where applicable.
- Provide training and performance management for supervised staff.
- Produce and submit regular analytical reports including:

- Procurement follow-up
- Stock reports
- Asset inventory
- Fleet and fuel consumption
- Facilities status

- Complete and submit monthly base logistics pack tools (Purchase FU, Stock FU, Equipment FU, Fleet FU, Premises FU).

Perform any other related duties assigned by the line manager

GENERAL TASKS

Supply Chain: Actively contributes to the coordination and implementation of the supply chain strategy at the base level. The Log Manager ensures that the administrative and operational components of the supply chain are in place and functional at their own level. They guarantee that PUI's related procedures, policies, and tools linked with purchases, transport, and storage are in place and respected. They make sure that relevant links are woven with the coordination to avoid delays, losses, or gaps in the HQ–coordination–field supply chain.
Support logistics management: Ensures that all teams have the means, resources, and tools they need to carry out their activities. The Log Manager actively contributes to the dimensioning of the base in terms of facilities (working and living spaces), materials, equipment, and services, allowing for a well-functioning base.
Security: The Log Manager must ensure that, at their level, the necessary means and frameworks exist to implement security rules related to communications, movements, and facility management.
Team management: The Log Manager is responsible for tailoring their team and validating their job descriptions. They oversee the line management of specified logistics staff in accordance with relevant HR policies and procedures, including recruitment and performance appraisal.
Functioning of the base: The Log Manager supports all teams in the framework of redeployment, installation, rehabilitation, or closure of their base.
Coordination: They centralize and disseminate logistics information at the base level, consolidate internal reporting, and communicate it promptly to the coordination team.
Representation: They represent the organization in forums, among partners, authorities, and other local actors involved in logistics.

SPECIFIC OBJECTIVES AND LINKED ACTIVITIES:

1- MANAGING THE SUPPLY CHAIN

- Respects the framework and global monitoring processes of the supply chain, with a focus on those related to their own base.
- Supervises all procurement processes from a base perspective, ensuring that donor and internal policies, rules, procedures, and tools are respected.
- Ensures that a local supply chain infrastructure is in place—including purchasing, transport, and storage operations and that an efficient pipeline is established up to the last kilometer, the final delivery point for goods, works, and services.
- Ensures that competitive processes for goods, works, and services markets are properly carried out, managed, committed, and delivered when and where needed.
- Participates in the identification of suppliers, contractors, and service providers, and ensures the consolidation and updating of related data (e.g., price catalogs, databases).
- Propose transport modes adapted to needs and situations, ensure proper packaging of transported goods, and monitors compliance with delivery deadlines.

- Verifies that warehousing is well-managed according to rules and guidelines, and ensures that all relevant documents are used, updated, and shared with stakeholders (e.g., project inventory tracking).
- Coordinates with the Procurement Coordination team for all capital and/or international purchases.

2- DEPLOYING APPROPRIATE SUPPORT LOGISTICS

- Implements the technical and human resources needed for facility management, energy, IT, and communication at the base level, and propose improvements to ensure the base runs efficiently.
- Implements monitoring and management tools for logistics activities (e.g., fleet management), with particular attention to cost control; analyzes monthly reports and proposes corrective actions when necessary.
- Actively participates in technical decisions and validations at the base level regarding equipment, transport means, and service providers essential for proper base functioning.
- Ensures the implementation and compliance with operating procedures and best practices for the use of equipment, premises, and transport. Applies coordination principles and guidelines in conjunction with IT tools and solutions required for smooth base operations.

3. CONTRIBUTE TO THE SECURITY OF PERSONNEL, GOODS AND PREMISES

- Proposes the logistical resources required to ensure the security of premises and field teams.
- Implements and ensure compliance with systems, standard operating procedures, and rules related to facilities management, communications, and the movement of people and goods.
- Contributes to context analysis and security assessments at the base level through logistics activities in the field, raising alerts, and making recommendations to the Field Coordinator when necessary.
- Maintains regular communication with guards, drivers, and radio operators regarding incidents, risks, and expected behavior (through regular meetings).
- Participates in evaluating security conditions in designated areas, in line with anticipated operational developments.

4- STRATEGY AND TEAM MANAGEMENT

- Develops and validates the action plan for the base logistics department, considering the needs of all teams and ensuring the smooth running of activities and proper functioning of the base.
- Leads departmental meetings, resolves potential conflicts, and sets priorities and activity schedules to guide the team's work.
- Participates in the HR planning of the department, including recruitment, performance evaluations, and direct management of team members. Ensures that all team members effectively carry out their tasks and responsibilities.
- Identifies staff training needs within the department.
- Contributes to capacity building and logistics training for staff, enabling teams to implement and monitor their activities in accordance with established processes, procedures, and tools.

5- ENSURES REPORTING AND INFORMATION FLOW MANAGEMENT RELATED TO LOGISTICS

- Ensures that logistics data and information are effectively shared with relevant base and coordination teams.
- Contributes, when necessary, to donor proposals, report drafting, and audits related to logistics activities and fields at the base level.
- Participates in the financial and administrative management of logistics activities. Ensures compliance with budget lines allocated to the base logistics department and communicates monthly cash-flow needs.
- Supports the drafting of project documents by providing technical inputs, including cost estimates, needs assessments, and contributions to the base's supply plans.
- Ensure that base log pack report including (Purchase, Fleet, Premises, Equipment and Stock) follow up are shared with coordination office on monthly basis
- Analyzes logistics data, indicators, and reports at base level, draws conclusions on performance and gaps, and uses this information to propose and implement corrective actions and continuous improvements for the logistics department.

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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:

- Strong knowledge of procurement procedures and compliance standards.
- Good analytical and problem-solving skills.
- Ability to plan, prioritize, and manage multiple tasks.
- Strong interpersonal and communication skills.
- Ability to work under pressure and maintain strategic focus.
- Proficiency in MS Office (Word, Excel, databases).

POSITION REQUIREMENTS:

➢ **Education**

- University degree in Logistics or related field.

➢ **Experience**

- Experience staff supervision is an asset.
- Minimum 2 years of experience in a similar position.
- Experience with accounting software (SAGA preferred).
- Experience in donor-funded projects is required.

➢ **Technical Skills**

- Good knowledge of procurement /supply chain (purchase, transport, storage) and in support logistics (facility management)
- Management experience and organizational skills
- Report drafting skills
- Strong negotiation skills

➢ **Competencies**

- High level of integrity and confidentiality.

- Strong organizational and analytical skills.
- Attention to detail.
- Ability to work under pressure.
- Strong communication skills.

➢ **Languages**

Good written and spoken English and Arabic.

Dear Applicante,

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/1FAIpQLSewGxe0uq5JZM_Vp0BqiSueB2InNqmfGEYO-1yOGvFkhiaDFA/viewform?usp=publish-editor

(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.