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## **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**

### **Generic responsibilities:**

1. Adhere to NRC policies, handbooks, guidelines, and donor requirements
2. Assist with the implementation of the logistics and procurement according to Plan of Action
3. Provide logistic administration and basic support
4. Promote and share ideas for improvement of the logistic function
5. Ensure proper filing of documents.
6. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
7. Report any breaches/concerns, in a confidential manner, through NRC reporting channels.
8. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner
9. Assist in the planning and delivery of logistic activity
10. Maintain logistic records, suppliers and equipment
11. Provide anti-corruption, transparency and cost efficiency focus in all processes

### **Specific responsibilities:**

1. Manage procurement processes including direct purchase, single offer, competitive processes and support procurement team in managing some closed tenders as requested by line manager as per priorities, as per NRC standards, as per requirements, and in a timely manner.
2. In close liaison with finance department prepare regular cash advance clearances, payments and check that all related documents are in line with NRC Rules and Regulations.
3. Update the procurement tracking sheet on a daily basis
4. Ensure the implementation, monitoring, and evaluation of current and new initiatives and procedures related to procurement
5. Liaise and coordinate with the relevant parties regarding delivery of supplies and keep them informed of any changes in a timely manner
6. Update vendors database.
7. Ensure all procurement documentation is scanned and stored as per Securing Supporting Documentation guidelines.
8. Coordinate fleet movements in NES and Supervision of drivers, ensure they adhere to NRC principles and Code of Conduct. Plus Ensure efficient management of fleet, with high-usage rates, and suggest any changes (increase or decrease number of vehicles) to management. when

requested by line Manager.

9. Day-to-day management of warehouses in the office as well. Ensure proper procedures and supporting documentation related to reception and release of stocks. Focal point for receiving any goods in the warehouse and ensure compliance with supporting documentation. And ensure a regular count on stocks is done and lead on the 2 mandatory stock count process during the year when requested by line Manager.

10. Updating Asset register at area office level as well as periodic inventory when requested by the line manager.

11. Prepare and develop reports as required by management.

12. Any other duties as assigned by line manager.

### **Our Ideal Candidate**

#### **Generic professional competencies:**

- Bachelor's degree in business administration, Economics, or a related field from a recognized university or institute
- Basic experience from working in a humanitarian/recovery context
- 2 years' Experience in Logistics Function
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Good knowledge in English and Arabic, both written and verbal
- Capacity to work in a team with a common objective.

#### **Context-related skills, knowledge, and experience:**

- Fluent in MS Office
- Good negotiation skills
- Proven knowledge and experience of procurement operations
- Relevant experience in the procurement sector.

#### **Additional Information**

Contract period: Up to 31 December 2026, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale **grade 4**, and terms and conditions

Duty station: **Syria, NES, Hasakah.**

#### **To apply for this Vacancy, please copy link below:**

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