



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Logistics/Liaison officer.

Contract type: Full-time.

Duty Station: Syria (Raqqa).

Number of Vacancies: 1.

Application Closing Date: May 12, 2026, 4:00PM.

➤ **JOB SUMMARY**

The Officer, Logistics and Liaison delivers Logistics services and support in accordance with International Medical Corps policies and procedures, donor and host country regulations. The Logistics/Liaison officer supports logistics activities at office level, including building maintenance and related procurements, managing office stocks, fleet management and where required Assets and IT support.

This position supports smooth implementation of logistic procedures and provides support to other support and program functions.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

➤ **MAIN TASKS AND RESPONSIBILITIES**

Office management

- Focal Point for all the daily office logistics activities and follow up
- Support initiation of PR and offer collection for procurements related to office operation (maintenance, fuel supply, cleaning, office supplies, etc.). Ensuring that all contracts/orders are adequately tracked and timely renewed when required with the procurement department.
- Responsible for office supplies stocks and reports
- Liaise with facility owner for any maintenance and space improvement.
- Ensure office is appropriately maintained.
- Ensure office has required safety equipment, in close collaboration with the safety and security manager.

Fleet Management

- Assists in compiling schedules provided by all departments on weekly basis
- Plan weekly movements accordingly and assign planning to drivers accordingly.
- Manages closely daily trips and ensure timely refueling of vehicles and generators.
- Support drivers' orientation, safety and security briefing

Procurement

- Processes the requisitions sent by the requester in accordance with the Procurement Manual in force by sending, preparing and collecting all the supportive documentation and evidence (RFQ, PBS, organizing tender committee, run Bridger Insight, GRN, SRN, VRT...) to ensure compliance with the IMC internal and relevant donors' procedures, rules and regulations.
- Assist in entering the vendors, database and GRN for Costpoint
- Pro-actively coordinate with requesters to develop procurement solutions, infuse customer service satisfaction within the department, feed other departments with relevant procurement information and data useful to enhance project deliverables.
- Educate and support requester to ensure timely submission of approved PRs with sufficient details (specification, Scope of Work...) and realistic delivery target date as per the Service Level Agreement for local procurement in force.
- Is responsible for the timely delivery and regular feedback on procurement process to requester (including progress of procurement planning and progress of individual procurement requisitions).
- Remain updated on internal and donor procedures, attend training activities delivered by the Senior Procurement Officer and/or Country Procurement Coordinator.

Logistics reports

- Assist in preparing logistics reports as tasked by manager

Liaison:

- Secure approval and authorization from the authorities
- Identify all documents to be provided to the authority to secure authorization
- Keep IMC coordinator informed of any additional requirement or changes within the local authorities

Asset Management

- Logistics/Liaison officer might be required to act as Asset Focal Point with below responsibilities
- Implement IMC Asset Management policies and procedures.
- Responsible for the management of the assets in the respective field site based on the IMC Asset Management procedures.
- Responsible for ensuring that every Asset and Attractive Item is logged, issued with unique IMC asset ID, assigned to Custodian and tracked in line with Assets Management procedures.
- Documents all assets related transactions or status change.
- Provide support to management in asset related duties.
- Support management in the monthly reconciliation, based on information generated through automated Cognos Reports that all purchased Assets have been logged into the Asset List and financial information is accurately recorded per corresponding voucher backup documents.
- Ensure that all Assets/Attractive Items under their responsibility are assigned to Custodian which is an active employee.
- Responsible for documented handover to/from Custodian, in coordination with relevant departments (i.e. HR for newly hired staff/termination).
- Provide input in the accuracy of Asset List information, status and Custodian on a regular basis.
- Report to management team any items identified as missing/lost, for investigation (when reasons are not known).
- Initiate request for asset maintenance where required.
- Initiate request for appraisal and disposal of unusable items whenever reported.
- Initiate appraisal of item requiring repair, and follow up until item is fixed.
- Ensure item disposals are approved and documented, documentation shared with management for onwards communication to the Logistics Desk.
- Support management to organize spot checks and full inventory.
- Review list of items for insurance claim prior to claim submission and ensure claims have all required backup documentation.

- Act on behalf of Asset department when tasked.
- Performs other activities related to asset management as indicated.

Fraud prevention

- Committed to fraud prevention, detection, reporting and fraud risk reduction as per IMC policies and procedures, donor rules and local laws and regulations.
- Maintains accurate filing systems, with documented and auditable records of procurement transactions and reports/track

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily comprehensive.

➤ **MINIMUM QUALIFICATIONS**

- Typically, a Bachelor's degree in Logistics, Supply Chain, transport management. Equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 3+ years of experience in Logistics
- Good interpersonal and team skills
- Commitment to and understanding of IMC's aims, values and principles
- Knowledge of MS Office including MS Word, Excel, PowerPoint, and Outlook
- Ability to integrate and work well within multi-ethnic and multicultural team.
- Ability to work in harsh conditions, often in remote areas, Desirable
- Fluency in written and spoken English
- Relevant qualifications or training courses.

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.

If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com

Please do not submit your CV or application to this website; it will not be considered for review.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

- **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

[Log/liaison officer- Syria \(Raqqa\)-LO-03052026](#)

Alternatively, scan the following QR code by your mobile camera:

