NRC NORWEGIAN REFUGEE COUNCIL

NRC in Syria

In 2026, an estimated 15.6 million people in Syria, more than 61% of the population, continue to need humanitarian assistance, nearly 46% of whom are children. The fall of the former government in December 2024 raised hopes for the country's future and for people affected by the crisis. However, insecurity, economic hardship and extensive humanitarian needs persist, alongside emerging opportunities to support Syria's recovery. Since December 2024, approximately 1.7 million refugees and more than 2 million internally displaced people (IDPs) have returned to their areas of origin, while an estimated 5.5 million people remain internally displaced.
The Norwegian Refugee Council (NRC) has been a leading humanitarian actor in the Syria response, both inside the country and across the region, since 2012. Operating amid protracted conflict, socioeconomic deterioration, climate change and natural disasters, NRC delivers emergency assistance, transitional support, early recovery and resilience programmes to people affected by displacement and crisis. NRC also leads advocacy efforts to promote safe, sustained and unimpeded humanitarian access across Syria and calls for increased humanitarian funding and investment in resilience and early recovery to address urgent needs and support communities in rebuilding their lives.

Role Specific Information:

The purpose of this position is to provide the day-to-day implementation of the procurement function's responsibilities.

Generic responsibilities

1. Implement the delegated procurement functions portfolio according to the 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 reporting channels.
9. Promote and secure a safe working environment for reporting concerns/breaches, and ensure that all cases reported are processed in a confidential and sensitive manner.

Our Ideal Candidate:

1. Professional competencies

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/ Specific skills, knowledge and experience:

- Bachelor's degree in Logistics, Business Administration, Economics … or equivalent.

- Minimum 2 - 3 years of experience working in procurement or a relevant field.
- 1 - 2 years of experience working in a humanitarian/recovery context.
- Previous experience working in complex and volatile contexts.
- Experience with Office applications (MS Office).
- Good negotiation skills.

2. Behavioral competencies

- 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: South, Central Area Office, **Damascus**
- Contract: Fixed-Term Employment Contract until the end of December 2027.
- Salary/benefits: According to the NRC's salary scale and terms and conditions

IMPORTANT Considerations:

- This position is open to Internal and External candidates. Internal candidates will be prioritized
- Application deadline is **30 November 2027.**
- 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/5211692356?link_source_id=0