

Job Description

Title	Operations Officer
Location	Damascus Syria
Travel	25% of Travel to other field locations when needed.

Relief International (RI) is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing.

Our team of more than 7,000 staff and local volunteers work in 15 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that creates the foundation for community resilience.

We do this by working with local actors to develop safe and inclusive local programming that is evidence based, conflict sensitive, climate smart, and reaches those in need.

Relief International is an alliance of four organizations with one shared mission, comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, which operate under a one-team concept under a single senior leadership team.

Job Profile

The Operations Officer is responsible for supporting procurement, office management, assets management and fleet operations to ensure efficient and compliant operational support. The role includes managing procurement processes in line with RI policies, overseeing office administration and facilities, and supervising fleet operations, including vehicle allocation, maintenance, and driver oversight, to support the effective implementation of programs.

Key Responsibilities

Accountability and Complexity

❖ ESSENTIAL RESPONSIBILITIES AND DUTIES

Office Management:

- Support the day-to-day administration of the office and ensure office facilities are functional.
- Maintain office supply inventories and coordinate replenishment.
- Monitor utilities and office services and report maintenance needs.
- Supervise the office cleaner and monitor contracted support services.
- Other duties as assigned.

Assets Management

- Maintain the asset register, ensure assets are tagged, update inventory records, and support periodic physical asset verification under the guidance of the SCO Manager.
- Ensure that all assets are tagged, and update all documents related to the main assets sheet.
- Coordinate with procurement for any assets that have been purchased for the office to register that item and tagged it.
- Other duties as assigned.

Fleet Management

- Has a full understanding of RI fleet management policies and formats.
- Prepare and maintain the weekly fleet movement plan under the supervision of the SCO Manager.
- Collect log sheets from the driver on a weekly basis and prepare overtime, payroll for the driver.
- Check on a quarterly basis all vehicles and make sure they are within MC standards.
- Other duties as assigned

Procurement

- Assists staff as needed on timely completion of purchase requests and other documentation.
- Support the implementation and monitoring of day-to-day procurement activities.
- Update the procurement trackers
- Update all contracts and keep them well maintained.
- Follow up with the Finance Department on vendor payments and resolve routine procurement-related issues.
- Maintain a vendor database.
- Support coordination activities across the Syria Supply Chain and Operations Department.
- Coordinate and document regular operational check-in meetings between Damascus and field locations.
- Other duties as assigned.

Behavior and Conduct

- Will ensure the highest standards of behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Will be a model for ethical conduct standards for other team members

- Will ensure own actions and the actions of the team members they manage do not impact the safety of the RI team and the vulnerable communities we serve
- Will ensure external stakeholders are aware of RI conduct and reporting mechanisms
- Report any concerns

1. Person Specification

Skills, knowledge and expertise required for the role.

Essential criteria

- Bachelor's degree in Business Administration or other relevant field
- 2-3 years of experience in similar roles.
- Previous NGO experience is an added value.
- Willingness and ability to work effectively with a wide variety of people.
- Good in English language beside to Arabic.
- Flexibility to support by field visits.
- Very excellent command on excels and word Microsoft operating system.
- Ability to work as part of a team and coordinate with project personnel.
- Computer literate and strong organizational skills.

Desirable criteria

- Ability to work under pressure and strict deadlines
- Good interpersonal and collaboration skills

RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as "Do No Harm," Relief International Values:

- Integrity
- Adaptability
- Collaboration
- Inclusivity
- Sustainability

How To Apply

- To apply for this post through below link, click on the “Apply for This Job” button in the job advert page.

- You will be asked to upload a CV.

<https://ri.bamboohr.com/careers/396>

Closing Date

July 29, 2026

Please note that the position might be filled before the deadline

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checks