

Procurement Manager, All Northeast Syria

Job Title:	Procurement Manager
Reports to:	Logistics Coordinator
Direct reports:	Technical Manager: Procurement Officers and Assistants for all North East Syria Programme Dotted line management: Logistics Officers and Logistics Assistants for all North East Syria Programme and Procurement Officer – KRI Iraq
Liases with:	Internally: All staff and managers Externally: Suppliers, Contractors
Job Location:	Manager will be based in Raqqa City with ability to travel 50% of his/her time to All Programme areas of the Organization in Syria
Contract Details:	30th September 2026
Apply for the vacancy	If you are interested in this position, please apply at the following link. https://forms.gle/wfgi61PdLnSFQs8R9 Deadline is 9 April 2026
Job Purpose:	Ensure that organization programs in Syria and Country Office in Erbil get effective and efficient procurement support and that procurement functions effectively You will be responsible for managing procurement activities under the supervision of the Logistics Coordinator and will work closely with the Operations Director, Program Director, Operations Managers/Coordinators, Country Finance Controller and Programme Managers/Coordinators to ensure the effective implementation of programs country
Main duties & Responsibilities:	Procurement Management <ul style="list-style-type: none"> ● Ensuring Concern and donor procurement procedures are implemented ● Development of all project procurement plans with the support from the Logistics Coordinator which will be prepared prior to and implemented immediate at the start of each new project ● Ensuring supply and construction contracts done under local procurement are both technical and legally sound ● Negotiating with major suppliers and implementing long-term agreements with for frequently purchased items for those which can be carried locally ● Reviewing and updating (Supplies Requests) SR tracking sheet in order to give visibility to requestors on the status of the requests ● Maintaining the contract tracking management sheet ● Check deliveries follow-up of each procurement contracts ● Ensuring that procurement files are stored electronically as per Concern and Donor regulations in each base and saved regularly ● Prepare procurement documentation (e.g. contracts, tender documents, etc.) as and when required, ensuring adherence to their provisions, seeking support where necessary; ● Nominate members of Purchase Committees (PC's) for each office in liaison with

the Log Co for OD approval and support the Log Co in training the PC

- Responsible for Request for Quotation/Invitation to tender launching, bids analysis, contract development and contract management.
- Carry out market surveys for both NES and KRI for main project materials and supplies. Nurture relationships with suppliers, , ensure the best prices for goods and services on behalf of Concern
- Reinforce current procedures and the quality of Concern internal control, based on international best practices, donor requirements and results of internal and external Audits
- Accountable for overall compliance with the Concern procurement manuals, procedures & policies.
- Communication with field / area office(s) via e-mail, MS Teams or cell phone in order to provide on time procurement supports.
- Have a clear understanding of the Concern procurement manuals and donor regulations and policies and assist in advising program and office management on required practices and procedures;
- Adhere to all Concern procurement policies and procedures as per the Concern Procurement Manuals. Advise supervisor and colleagues on solution-oriented methods to conduct large and intense procurements while adhering to policies timelines
- Conduct frequent market surveys and maintain a strong knowledge of the local market in Syria;
- Coordinate with Finance Department to ensure that payments to vendors has been made on time and without any unnecessary strain on the financial system of Concern.
- Closely work with the Logistics Coordinator and Systems Director to identify the gaps in procurement system and suggest improvements.
- Develop and manage a list of prequalified suppliers and approved suppliers list as per Concern Procurement Manual
- Supervise procurement staff under your line management
- Other duties as assigned

Programme Support:

- Provide technical leadership and advice to department staff and to managers in all locations on specific procurement issues
- Support in budgets and procurement plans preparation at proposal stage provide feedback on costs where necessary
- At the developing stage of all proposals identify and communicate all donor-specific procurement requirements to the relevant personnel in all departments to ensure compliance throughout the duration of the project
- Support in the procurement aspects of donor reports
- Regularly hold meetings with Grant/budget holders to discuss procurement plans progress and update as necessary – usually every month as a minimum

People Management

- Leading and managing procurement team by capacity building, on-the-job training and coaching
- Supporting the Logistics Coordinator in job description drafting for procurement officers in order to match set up needs
- Monitoring and regularly reviewing performance of staff against set objectives, giving corrective feedback where required and taking decisive action in the case

	<ul style="list-style-type: none"> of poor performance ● Identifying and taking appropriate action to fill resource gaps <p>Reporting and Compliance</p> <ul style="list-style-type: none"> ● Review and ensure the good communication of different weekly reports on procurement, SR tracker and procurement plan. ● Ensure that all Procurement Plans are updated on SharePoint ● Ensure compliance with professional ethics, statutory regulations, and organizational policies and procedures ● Perform risk management for supply contracts and agreements and works contracts ● The procurement manager will adhere to Concern’s Programme Participant Protection Policy (P4), the Anti-Fraud and Whistleblowing Policies and will report to the Country Director if there are any suspected breeches
Emergency response	<p>We are committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and Syria Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.</p>
Person specification:	<p><u>Essential</u></p> <ul style="list-style-type: none"> ● BA qualification in a relevant discipline (Supply Chain, Procurement or/ Business Studies included) ● Minimum 5 years previous experience in a procurement role, preferably an INGO ● Previous experience in procurements for ECHO, USAID/USG, EU, Irish Government, UK Government funded grants ● Experience working with NGO/Humanitarian sector in supply chain departments ● Experience in data analysis, market surveys and suppliers database ● Excellent written and spoken English–Fluent in Arabic ● Computer skills (MS Package), IT and technically oriented, experience with ERP procurement applications ● High capacity to organize his/her work, and manage priorities; Attention to detail ● Strong interpersonal and intercultural skills ● Ability to work under high pressure and without constant supervision ● A strong team spirit ● Previous experience managing a team remotely <p><u>Desirable</u></p> <ul style="list-style-type: none"> ● Post-Graduate degree in relevant technical area ● Experience in personnel management desired. ● Experience in coaching or training of staff ● Excellent negotiation skills ● Kurdish writing and speaking ● To be able to work under pressure and to strict deadlines ● To be culturally sensitive and empathic to others ● Ability to travel for long distances and work under pressure ● A ‘can-do’ attitude

Concern Code of Conduct and its Associated Policies

We have an organizational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behavior expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

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<https://forms.gle/wfgi61PdLnSFQs8R9>

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