



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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idleb, Hassakeh, Qamishli and Raqqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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

1. Implement NRC procurement systems and procedures at Country Office level and ensure adherence to NRC Logistics Handbook, Country SOPs, donor requirements and local legislation.
2. Lead procurement processes assigned by the Logistics Manager, including National and International competitive tenders.
3. Ensure timely and compliant execution of procurement activities while maintaining transparency, fairness and value for money.
4. Ensure complete procurement documentation and filing in accordance with NRC filing requirements.
5. Prepare procurement reports, procurement trackers and tender status updates.
6. Manage and lead tender procurement meetings, prepare Minutes of the meetings and full set of documentations.
7. Support implementation of new procurement tools, systems and SOPs.
8. Promote anti-corruption principles throughout all procurement activities.
9. Ensure compliance with NRC Safe and Inclusive Programming (SIP) requirements throughout procurement processes.

for more details please download the [detailed JD](#)

Our Ideal Candidate

- Bachelor's degree in supply chain management, Procurement, Logistics, Business Administrator or related field
- Minimum 3 years of progressively responsible procurement experience in humanitarian or development organizations.
- Proven experience managing National and International tender processes.
- Strong knowledge of NRC procurement procedures, donor procurement regulations and procurement compliance.
- Experience in conducting commercial evaluations and procurement documentation.

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- Experience managing Framework Agreements and complex procurement files.
 - Strong analytical and report writing skills.
 - Excellent command of Microsoft Office, particularly Excel.
 - Fluency in English and Arabic.

Additional Information

- Duty station: Country Office - Damascus
- Contract: Fixed terms. Renewable, based on funding and performance.
- Salary/benefits: Grade 6 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered**.
- The application deadline is **3 Sept 2026**.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5168153985?link_source_id=0