
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. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programs work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

1. Role and responsibilities

The purpose of the Logistics Officer is to provide day-to-day implementation of the logistics procurement functionality

Generic responsibilities

1. Ensure adherence to Logistics Handbook, Financial handbook other NRC policies, SOP's and donor requirements
2. Implement NRC's logistical systems and procedures at area office level.
3. Contribute to coordination with relevant partners, suppliers, authorities and other stakeholders
4. Implement delegated fleet functions portfolio according to Plan of Action
5. Support the administration of resources so that deliveries are achieved within set budgets, timelines and standards
6. Support in development of SOPs as requested
7. Ensure proper filing of all support documents
8. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
9. Promote anti-corruption, transparency and cost efficiency focus in all processes.
10. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
11. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.
12. Perform other duties, as assigned by Line Manager.

Specific responsibilities

Procurement

- 1) Responsible for overseeing Logistical and Procurement activities of the Area Office.
- 2) Responsible for initiating and leading on Area-level logistics assessments and market surveys and/or analysis.
- 3) In Coordination with Budget Holders, participate in Developing and managing procurement plans at Area level
- 4) Directly responsible of all assigned procurement process up to the defined threshold and at the discretion of Logistics Coordinator. Actively, engage in the national tendering process (exceeding the defined threshold).
- 5) Ensure all procurement under his/her responsibility is processed as per priorities, as per NRC and Donors' standards, as per requirements, and in a timely manner.

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- 6) Under guidance of logistics Coordinator, and in coordination with CO procurement coordinator; to support the development of framework agreements, national tendering process prequalification of suppliers, markets surveys, price lists, vendor databases.
 - 7) Liaise and coordinate with the relevant parties regarding delivery of supplies and keep them informed of any changes in a timely manner.
 - 8) Ensure that procurement reports are prepared and submitted on time to relevant stakeholders.
 - 9) Prepare and develop procurement reports as required by both Area Office and Country Office
 - 10) Maintains filing systems according to NRC filing key, electronic and hardcopy.
 - 11) Support capacity building and training initiatives for logistics staff in Area office.
 - 12) Establish and maintain good professional working relationships with suppliers, service providers and contractors whilst strictly adhering to NRC's anti-corruption guidelines and NRC's code of conduct.

2. Competencies

Competencies are important for the employee and the organisation to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

1. Professional competencies

Generic professional competencies:

- Previous experience in logistics positions in the private and/or humanitarian/recovery contexts.
- Good knowledge of the geographical north area markets
- 3 years' experience in logistics field (procurement)
- Knowledge about own leadership skills/profile.
- Previous experience from working in complex and volatile contexts
- Good Knowledge in English and Arabic, both written and verbal.
- Bachelor's degree relevant for the position or extensive experience in the logistics sector.

Context related skills, knowledge and experience:

- Good skills in MS Office
- Some knowledge of mechanics
- Able to work under pressure

Additional Information

Contract period: Up to one year, renewable based on the need, availability of fund and satisfactory performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: North -West Syria Area Office (NWS), Sarmada.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5131755375?link_source_id=0