

## **JOB VACANCY**

<b>BASE</b>	<b>Aleppo</b>
<b>POSITION</b>	<b>Logistics Supervisor</b>

### **List of tasks assignee**

#### **Procurement: 60%**

- Prepare all documents related to procurement, following the indications of PMs and Logistics Manager in accordance with Un Ponte Per ETS Procurement Manual, coordinating with the logistics department in mission, and in respect to Un Ponte Per and donors' procedures.
- Take direct charge of field procurement activities, such as Direct Purchase Requests and Purchase Orders under Framework Agreements and Contracts, quotations and related documents for payment formalities.
- Participate in the evaluation and selection of suppliers, support all procurement transactions, and analyze them for conformity with specified requirements.
- Field Support in defining procurement needs and requirements, including development of BoQs, in coordination with technical.
- Ensure compliance revision of all Logistics documentation upholding donors and Un Ponte Per ETS minimum standards.
- Support the Logistics Manager in implementing communication streamflow between logistics and administration department, as well as with program department.
- Support the Logistics Manager in the proper filing and archive of all relevant documentation.
- Long experience and knowledge of the local market, particularly in Aleppo governorate, Support in vendor management process, preparation of the list of pre-qualified suppliers within Aleppo governorate, including suppliers' pre-qualification and evaluation procedure.
- Working together with the program to plan and coordinate events and conferences, including logistical arrangements.
- Oversee the needs assessment and procurement processes for the field office and partner health facilities.

#### **Warehousing and Assets Management: 20%**

- Responsible for developing the UPP warehouse management system, and improvement of partner's warehouse system.
- Responsible for warehousing process such as reception, inspection (quantity and quality), and labelling of deliveries, in coordination with technical staff when required, and maintain a comprehensive, accurate, and up-to-date inventory list and stocks, using UPP's tools and in collaboration with UPP's partner.
- Conduct regular physical counts of assets and non-asset items at UPP premises to ensure accuracy.
- Ensure the timely preparation of the program and technical team's requests (refreshments and stationery) for training and workshops.
- Oversee and coordinate end-to-end shipment logistics, ensuring compliance, timely delivery, stakeholder communication, and accurate documentation.

### **Premises Management: 20%**

- Oversee and monitor logistics and technical operations at UPP Aleppo premises, including energy, maintenance, and facilities.
- Conduct needs assessments, coordinate with managers, and ensure timely maintenance, procurement, and adequate staff living conditions inside GHs.
- Supervise and organize needs assessments and lists to strengthen supported facilities across UPP and partner facilities.

Other additional tasks:

- Support other tasks as required, and any other related duties assigned by the line manager.
- Support the Amuda and Damascus offices when necessary.

### **Qualifications:**

- Education: University degree University degree in Engineering, Business Administration, or a related field.

### **Experience:**

- Minimum of 3 years of professional experience Procurement and Logistics management, preferably in a humanitarian context.
- Experience in procurement and logistics for healthcare facilities is an advantage.

### **Skills:**

- Strong organizational and analytical skills, with the ability to prioritize tasks and manage time effectively.
- Excellent MS Office literacy, with a strong emphasis on MS Excel.
- Ability to work collaboratively in a team environment and communicate effectively at all levels.

### **Language:**

Fluency in English is required. Proficiency in Arabic.

### **Competencies**

- Attention to Detail: Ensures accuracy and quality in all aspects of work.
- Problem Solving: Identifies challenges and develops practical solutions.
- Teamwork: Works collaboratively with colleagues to achieve organizational goals.
- Adaptability: Responds positively to changing circumstances and priorities.

### **Additional Requirements**

Willingness to travel within Syria as needed. Commitment to UPP's mission and values, with a focus on humanitarian principles and standards.

### **How to apply**

Thank to send your application with a resume, cover letter, to:

[vacancy.syria@unponteper.it](mailto:vacancy.syria@unponteper.it)

Deadline for submitting applications: 14-Feb-2026