

DEADLINE: 15 November 2025

TYPE OF CONTRACT/DURATION : EXPERTISES CONTRACT / 3 MONTHS

NO OF REQUIRED EXPERTS : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: DER ALZOUR

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia, Der alzour, Daraa) and through the following interventions:

- Rehabilitation of collective and private shelters,
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK)).

GENERAL OBJECTIVE

In the geographical area under his/her responsibility the Logistic Officer is responsible for the procurement file, follow up and support the program manager, follow up the warehouse, fleet, IT, premises for his /her area.

RESPONSIBILITIES AND TASKS

- 1. Contribute in a timely, cost-effective and transparent manner to the management of the area's procurement chain**
 - **Procurement**
 - Ensure that the PUI procurement guidelines are applied at all times for all purchases ordered in the area;
 - Contribute to keeping the national supplier database up to date and build a strategic view of the sources of supply in the zone;
 - Help coordinate procurement between the Logistics and Program teams' offices in the capital and in the field. Anticipate procurement risks such as bidding failures, delivery schedules, seasonality, budget restrictions, customs fees, etc, budgetary restrictions, customs duties, etc., and liaise effectively with other departments
 - Ensure the timely implementation of purchases under his/her responsibility in full compliance with the PUI Logistics procedures, in particular the purchase scenarios and authorisation levels
 - Contribute to the maintenance of the contractual framework for goods/services/works in progress in line with the PUI's technical procurement guides: ensure the constant availability of current goods/services/works such as fuel, office supplies, means of transport, etc.
 - Apply the "value for money principle" during procurement processes by competing with suppliers/service providers/contractors, through comparison of offers, material quality checks, search for the best price, etc.

- Ensure efficient and complete circulation, filing and archiving of procurement documentation as detailed in the PUI Logistics Manual (tender documents, contracts, quotations, etc.);
 - **Stocks and deliveries**
 - Contribute to identifying warehouses/storage locations based on the needs of the area, with a strategic vision of the flows and interconnections between them strategic vision of the flows and interconnections between their location and the PUI offices in coordination with the Logistics Coordinator. Assist in furnishing, securing and maintaining the premises.
 - Monitor deliveries according to contractual terms. Liaise effectively with suppliers to ensure that delivery deadlines are met in particular, or that any unexpected problems are resolved effectively.
 - Helping to anticipate and mitigate delivery risks such as: transport, legal permits, customs duties, quality control, etc.
 - Establish an effective delivery schedule for the project teams, and provide regular information to the Project Managers on stock levels and expected lead times.
 - Ensure that the technical guidelines for PUI stocks and deliveries are adhered to in the area at all times
 - Contribute to the production and dissemination of a monthly stock status report for each project
 - Carry out periodic inventories, and document discrepancies in stock levels
 - Contribute to ensuring that stocks are depleted prior to project closure and provide final stock status reports to the Field Coordinator and Logistic Coordinator in accordance with donor technical guides.
 - Ensure efficient and complete circulation, filing and archiving of documents related to stocks and deliveries as detailed in the PUI Logistics Manual (delivery receipts, stock cards, stock release receipts)
 - **Traceability**
 - Contribute to the updating of the order tracking and disseminate the tool to all Operational Managers.
 - Ensure that quantity and quality checks are carried out at each stage of the purchasing chain.
 - Carry out random checks during field visits as well as during daily management tasks to verify the traceability of all goods
- 2. Contribute to ensuring timely, efficient and transparent cross-cutting management of logistics in the area:**
- **Fleet and Transport Management**
 - Ensure vehicle allocation, procurement or rental according to cross-cutting and program needs in the area
 - Implement monthly, weekly and daily schedules and movement tracking tools in an efficient manner
 - Contribute to ensuring that the PUI fleet management technical guides are continuously applied in the area: registers, registration and maintenance sheets, etc.
 - Contribute to reviewing and implementing an efficient maintenance strategy in the country (in terms of operation as well as cost): conduct market surveys of maintenance facilities, genuine spare parts markets, develop practical tools to anticipate vehicle availability, etc.
 - Contribute to ensuring that technical safety and security guidelines are respected for the use of all vehicles and for all journeys;
 - Contribute to the monthly physical inventory of the fleet, and update the tools accordingly.

- Contribute to the calculation and verification of the monthly cost of each vehicle (fuel consumption, repairs, insurance, etc.); investigate and resolve major cost overruns; report major cost increases in the fleet to the Field Coordinator and Logistic Coordinator.
- Ensure the identification of transport companies for needs that cannot be covered by the PUI fleet, taking into account the opportunities available within the PUI humanitarian community (logistics clusters, UN flights, etc.): vehicle rental companies, air freight companies, boat lines, etc.
- Help coordinate stock transfers and deliveries by developing coordination tools such as timetables, operational meetings, etc., in close cooperation with the LOGISTICS COORDINATOR
- Accompany the loading and unloading of goods;
- Ensure efficient and complete circulation, filing and archiving of fleet and transport documentation as detailed in the PUI Logistics Manual (registers, time sheets, administrative authorisations, insurance cards, etc.)

- **Asset Management**

- Ensure asset allocation, procurement and rental, according to cross-cutting and program needs of the area.
- Contribute to ensuring that the PUI technical guides for asset management are applied in the zone at all times: registration cards, monthly asset monitoring, etc.
- Contribute to maintaining an up-to-date monthly asset tracking by project code, budget line, with accurate location and use of each asset, investigate and document any loss or damage.
- Organise monthly random inventories of assets in the area to check the reliability of the monthly asset tracking, and take corrective action as necessary.
- Contribute to the review and implementation of an effective maintenance strategy in the area in line with the country's
- Contribute to reviewing and implementing an effective maintenance strategy in the area in line with the country's maintenance strategy (in operational as well as cost terms): carry out market studies of maintenance services, develop practical tools to anticipate asset availability, etc...
- Contribute to the organisation of regular training and refresher courses for staff (correct use of computers and radios, installation and use of generators, etc.);
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- Ensure the transfer or donation of goods before the closure of a project, and provide final reports of project goods to the Logistic Coordinator as well as for donor procedures
- Ensure the efficient and comprehensive circulation, filing and archiving of asset related documents as detailed in the PUI Logistics Manual (registration cards, etc)

- **Premises management**

- Ensure the identification and contractualization of leases for premises (offices, housing and warehouses) according to geographical, operational, security and financial criteria, in close collaboration with the Field Coordinator.
- Contribute to the fitting out of premises according to PUI standards;
- Contribute to ensuring decent living and working conditions for all employees in all premises by providing in particular electricity, drinking water, office supplies, etc.
- Supervise preventive and corrective maintenance work for the premises.
- Assist in establishing a monthly physical inventory of all other assets (in addition to the monthly monitoring done elsewhere).
- Ensure that technical safety and security guidelines are applied in all premises;
- Ensure the efficient and complete circulation, filing and archiving of documents related to the premises (lease approvals, security installations, etc.)

- **Communications & IT Management**

- Ensure communication, IT needs and allocations of communication facilities, and depending on the cross-cutting and program needs in the area, purchase or lease them.
- Contribute to ensuring that the PUI communication and IT management technical guides are applied in the area.
- Contribute to maintaining monthly monitoring of communication costs; investigate and resolve major over-costs; escalate major increases in communication costs to the MLC.
- File administrative requests to local authorities for the use of communication facilities
- Contribute to the definition and implementation of the country's IT plan: carry out market studies of maintenance services, internet connection opportunities, etc. The overall objective is to ensure that PUI benefits from the best technological services at the best price, according to the budget, based on PUI global standards.
- Contribute to the monthly backup of data (server, emails, etc...) according to the duplication standards.
- Contribute to the regular training and retraining of IT staff.
- Contribute to ensuring that IT technical guidelines are applied in the area, and take any corrective action if necessary; contribute to IT security crisis management in close collaboration with the Field Coordinator and Logistic Coordinator if requested.
- Ensure the efficient and complete circulation, filing and archiving of IT documentation and communication (lease approval, security assessment, etc.).

3. 3.Ensure compliance of all logistics operations under his/her responsibility with donor and PUI procedures and actively promote the Logistics procedures:

- Ensure that PUI Logistics manuals are applied for all operations under his/her direct responsibility
- Ensure that the PUI Logistics manuals are applied for all operations under his/her direct responsibility; contribute to the improvement of the knowledge of the logistics procedures by the Logistics, Finance, Program and Coordination teams.
- Contribute to the monthly Logistics Pack under the supervision of the LOGISTICS COORDINATOR, carefully checking the reliability and relevance of data submitted by the field offices.
- Ensure an accurate and up-to-date flow of Logistics documentation to the Finance and Transparency/Compliance Departments

REQUIRED KNOWLEDGE AND SKILLS:

- **Education & Training:**
 - Bachelor degree in Business Administration, Economic or any relevant field .
- **Professional Experiences:**
 - At least 3 years of experience in a similar position (NGOs/private companies)
- **Language skills:**
 - Good Level of English language
- **Computer Skills:**
 - Good level in using MS Office (including Word, Excel, Outlook, PowerPoint)
- **Technical skills:**
 - Have good knowledge in logistics matters (purchases, transport etc)

➤ **Other required skills :**

- o Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities
- o Excellent interpersonal and negotiation skills.
- o Good analytical thinking and problem solving abilities.
- o Ability to plan, prioritize and organize own and others' work.
- o Computer literate, including word processing, databases/ spreadsheet use.

Dear Appicante,

To apply for this Vacancy, Please click on the below link and fill the PUI Syria- Application form.

[Logistics Officer, Based in Der Alzour, LINK OF APPLICATION](#)

(If the link above dose not work by clicking on it, please copy and paste it in the browser address bar).

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.