

DEADLINE : 12 November 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT

NO OF REQUIRED EMPLOYEES : 1

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

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 & Deraa) 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

The Procurement Manager is accountable for efficient and effective delivery of procurement functions is by leading a team of Procurement Officers in operational activities that ensure alignment with PUI's Procurement procedures.

RESPONSIBILITIES AND TASKS

Procurement:

- Support in ensuring effective supply chain mechanisms in place to contribute to the successful implementation of the PUI activities in coordination with the different internal and external stakeholders.
- Lead the development of tender documentation and facilitation of tender evaluations in consultation with internal and external stakeholders,
- Manage contract negotiation processes with suppliers, vendors and contractors, ensuring financial outcomes for PUI are maximised while meeting needs, minimising risks, and adhering to compliance requirements
- Lead a team of Procurement Officers to deliver contract management and administration functions
- Lead a team of Procurement Officers to procure, negotiate and manage commodity contracts including regular reviews of contractor performance
- Identify, develop and implement improvements in procurement processes and practices
- Ensures that purchase files are in full compliance with PUI's procurement's procedures;
- Deliver section reporting to ensure the delivery of priorities in accordance with established timeframes and quality requirements.
- Ensures local procurement activities to be in compliance with PUI procedures and guidelines, as well as national regulations;

- ➔ Facilitate Tender Committee meetings based on PUI's predetermined thresholds, prepare Minutes of Meeting, complete detailed CBA, prepare PO and contract, and submit the complete file to his / her line manager for approval and validation;
- ➔ Carries duties in compliance with accountability policies ensuring that all procured goods and contracted services are in agreement with PUI procurement regulations and defined within PUI's quality standards criteria (i.e. Fit for purpose and inspection compliant);
- ➔ Monitor internal procurement systems and processes and ensure that compliance is achieved across the organisation
- ➔ Provides technical advice in relation to procurement matters to other PUI departments and to his / her peers;
- ➔ Provides support, on-job training and formal training to the procurement officers, to improve the quality of the procurement services within PUI Syria mission.
- ➔ Under the supervision of the (Deputy) Logistics Coordinator, provide extra support in supply Chain Management processes (e.g. procurement, transport, reporting etc.)

Staff Management and Reporting

- ➔ Manage the local support team training, objectives, supervision of tasks, evaluations, and performance management.
- ➔ Provide weekly and monthly reports on the delivery of procurement activities.
- ➔ Maintains purchasing documents, files and records for the purpose of ensuring the availability of documentation and compliance with PUI's policies and guidelines.

The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The employee could be requested to perform other tasks as his/her Line Manager may judge necessary.

Qualification & REQUIRED SKILLS

- **Education:**
 - Bachelor in Logistic, Procurement, business Administrative or related field. Certification in Logistics and or Supply Chain Management an advantage
- **Professional Experiences:**
 - Minimum of 3 years in a core support function; Logistics; supply Chain; Administration in similar Position
 - Successful experience in team management and multisectoral programs
 - Project evaluation experience
- **Language skills:** Excellent command in writing and editing documents in English
- **Computer Skills:** Strong computer skills essential, including ability to operate Microsoft Word, Excel, Project & database Management software
- **Technical skills:**
 - Supply Chain management
 - Preferred Detailed knowledge of donors (particulier ECHO, OCHA Pool Funds, UNHCR, CDCS)

➤ **Required Personal Characteristics (fitting into the team, suitability for the job and assignment)**

- Leadership and ability to make decisions
- Ability to be assertive, if necessary
- Ability to analyze (judgment, practicality) and to synthesize
- Ability to adapt and to be flexible
- Organization, discipline, and compliance with deadlines
- Outstanding ability to listen and negotiate
- Good interpersonal and communication skills
- Calm and composed
- Ability to work under stress in general, and in emergency situations in particular

Dear Applicate,

To apply for this Vacancy, please click on the below link:

https://docs.google.com/forms/d/e/1FAIpQLSfRkPyOZub33VHi_8O1i7byv8TMumNOeqkGEENyUz5aPw/viewform?usp=publish-editor

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

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.