



Job Description

Deputy Supply Coordinator – National

Objective:

The Deputy Supply Coordinator supports the Logistics Coordinator (Head of Department) in guiding the Mission procurement and supply activities. He/she is:

- Responsible for capitalizing all information related to procurement and supply processes.
- Responsible for supervising the Supply staff training on all related procurement and supply processes.
- Responsible for taking on the functions of the Supply Coordinator in case of absence.

Desired start date: 1st of October 2026

Duration of the mission: 6 Months, Subject to Renewal / Extension

Location: Damascus - Syria

Key Responsibilities:

He/she supervises order handling for the mission and the implementation of the procurement process.

- Participate in the analysis of the purchasing environment at the national and regional level in close collaboration with the Logistics Coordinator.
- Participate in controlling SI purchasing procedures and compliance with donors' funding rules and regulations.
- Take part in drawing up call-for-tender documents when the purchase base is Damascus.
- Select suppliers and negotiate prices, deadlines, and delivery modes when the purchase base is Damascus
- Ensure monitoring of the suppliers' relationships.
- Review the valid customs procedures and documentation (import-export, tax exemptions) in the country of intervention.
- Receive and verify purchase files and framework dossiers prepared on LINK (internal ERP) sent by the supply managers before transmission to the Logistics Coordinator.
- Link with the Finance Department to ensure payments to the Suppliers are properly managed when the purchase base is Coordination.
- Support the Logistics Coordinator in setting up new framework agreements in Damascus to support the base's procurement.
- In close collaboration with the Logistics Coordinator, participates to the validation of procurement tables and purchase schedules
- Conduct the market assessment at the national and regional level together with the supply teams
- In close collaboration with the Logistics Coordinator, he participates in purchases of durable equipment according to Solidarités International standards and has them validated by the headquarters Desk logistician.
- Follow the delivery of Paris purchases (to bases through ERS, Damascus or AMM).

Monitoring shipments

- Give full support to the Logistics Coordinator in monitoring national and international shipments linked to base purchases.
- Oversee the customs clearance procedures and customs clearance of imported material with close cooperation with the SI Logisticians in NWS and NES.

Human resource management

- Appraise personnel under direct supervision.
- Upon request from the Logistics Coordinator, organize training workshops related to procurement and purchase procedures.
- Support the supply supervisor and officer/s with their tasks and objectives.

Reporting/capitalization

- Update validation FU weekly.
- Ensure that price and supplier files are compiled and regularly updated.
- Participate in base meetings related to supply.
- Represent Solidarites International when required and/or delegated to do so with suppliers and local authorities.
- Ensure that all supply documents and SOP are properly archived on SharePoint.
- Participate in the preparation of hard archives shipment to HQ.

DIPLOMAS AND EXPERIENCE

Education & Certifications:

- Education: Bachelor's degree in a field related to supply and/or logistics.

Experience:

- **Experience in the humanitarian sector:** 5 Years
- **Experience in a similar position:** 3-4 Years

Key Competencies & Personal Qualities:

TECHNICAL SKILLS

- Technical knowledge on all the steps of the supply chain
- Customs clearance procedures knowledge (importation/exportation)
- Using link software will be an addition

TRANSVERSAL SKILLS

- Great communication, time management, team management.
- Autonomous, organized, ability to prioritize and to work under pressure.
- Strong computer skills are essential.

LANGUAGES

1. **English:** Fluent
2. **Arabic:** Fluent

SI Will Offer you:

A salaried position:

SI will offer a monthly gross salary of **2,070 USD**, along with a comprehensive benefits package.

“Please note that the proposed salary is subject to taxation and social security deductions in compliance with Syrian local laws”

Application process

interested candidates are invited to apply at the link below

Female candidates are strongly encouraged to apply.

[Submit your application](#)

**Please note the vacancy may close before the deadline.
Thank you for your understanding.**