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VA033-2026 Procurement Officer (NOA) Damascus

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- Fully Present
- Damascus, Syria, The Arab Republic O
- Full time
- Posted 3 Days Ago
- JR127659

DEADLINE FOR APPLICATIONS

29 October 2026-23:59-GMT+03:00 Eastern European Time (Damascus)

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

ABOUT WFP

The World Food Programme is the world's largest humanitarian organization saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of extreme weather shocks.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#), [TikTok](#).

WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the **Terms and Conditions** section of this vacancy announcement).

ORGANIZATIONAL CONTEXT:

Syria continues to face significant humanitarian needs, with millions affected by food insecurity, displacement, limited livelihood opportunities, and reduced access to basic services. At the same time, declining funding levels require WFP to continuously optimize resources, maximize value for money, and maintain an organizational structure that remains fit for purpose in an increasingly constrained environment.

In this context, a strong and agile procurement function is essential to ensure the timely, cost-effective, and compliant acquisition of food commodities, non-food items (NFIs), services, and operational requirements that support emergency response, recovery, resilience, and social protection activities. The complexity of the operating environment, combined with the need to strengthen supplier markets, diversify sourcing strategies, manage risks, and safeguard supply continuity, requires skilled procurement personnel capable of delivering efficient procurement solutions across a broad portfolio while supporting organizational effectiveness and operational excellence.

As the largest humanitarian organization operating in Syria, WFP plays a critical role in addressing immediate needs while supporting longer-term recovery and strengthening national social protection systems. Maintaining a capable procurement workforce is therefore essential to ensuring uninterrupted programme delivery and achieving the greatest possible impact with increasingly limited resources.

JOB PURPOSE:

The Procurement Officer leads and manages procurement activities to ensure the timely, compliant, and cost-effective acquisition of food commodities, non-food items (NFIs), services, and operational requirements essential to WFP Syria's emergency response, recovery, resilience, and social protection interventions. Operating in a complex and resource-constrained environment, the incumbent drives value for money, supply continuity,

risk mitigation, and operational efficiency, ensuring the optimal use of limited resources and uninterrupted programme delivery.

The role provides technical leadership on procurement strategy, sourcing, contract management, and supplier engagement, while strengthening procurement capabilities across WFP, cooperating partners, and relevant stakeholders to support Syria's recovery efforts and the transition towards more resilient and sustainable systems. The incumbent ensures full compliance with WFP procurement policies and contributes to organizational effectiveness through continuous process improvement, capacity strengthening, and the promotion of best procurement practices.

CONTRACT DETAILS:

Contract Type: Fixed Term (NOA)

Duration: 12 months

Duty Stations: Damascus

Number of required employees: 1

ACCOUNTABILITIES/RESPONSIBILITIES:

1. Support procurement programs and operational activities, (e.g. issue tenders, evaluate offers and negotiate/award contracts), following standard processes and contributing to successful procurement of food and non-food (goods & services) commodities or services.
2. Contribute to analysis of data to provide recommendations for process improvement.
3. Compile, analyse, and contribute to the preparation of accurate and timely procurement reports and performance insights, enabling informed decision-making, enhancing transparency and consistency of information provided to stakeholders, and supporting continuous process and performance improvement.
4. Support procurement audits by compiling required documentation, facilitating timely responses to audit recommendations, and ensuring compliance with applicable rules, policies, and procedures.
5. Lead coordination with internal stakeholders to strengthen procurement planning, forecast requirements, and align procurement strategies with programme and operational objectives, ensuring effective resource utilization, supply continuity, and timely delivery of food and non-food assistance.
6. Lead and support the development of procurement capabilities across WFP and relevant stakeholders by promoting strategic and proactive procurement practices, designing and delivering training initiatives, and providing technical guidance on food and non-food procurement processes.
7. Provide leadership, coaching, and technical oversight to junior staff, fostering professional development, strengthening team capabilities, and ensuring the delivery of high-quality procurement services and consistent application of procurement standards.
8. Contribute to emergency preparedness planning by ensuring procurement strategies, sourcing arrangements, and operational readiness measures are in place to facilitate a timely and effective response to humanitarian crises and sudden operational requirements.
9. Serve in assigned emergency response functions as required, leading or supporting procurement activities to ensure the rapid mobilization of food, non-food items, and related services in support of emergency operations.
10. Lead the development and presentation of procurement cases to the relevant Procurement Committees, providing robust analysis, risk assessments, and recommendations to facilitate transparent, compliant, and value-for-money procurement decisions.
11. Serve as a focal point for procurement systems and processes, providing guidance to junior staff and stakeholders while ensuring the accurate and timely recording of procurement transactions in ERP, COUPA, WINGS, and related systems, safeguarding data quality, compliance, and informed decision-making.
12. Manage supplier relationships, oversee vendor registration and performance management activities, and support the development of a reliable and competitive supplier base to ensure effective and value-for-money procurement outcomes.
13. Other as required.

QUALIFICATIONS & EXPERIENCE REQUIRED:**Education:**

Advanced university degree in Business Administration, Procurement, Supply Chain Management, Economics, Logistics, or another relevant field. Or a first university degree with additional years of relevant professional experience

Professional certification in Procurement and Supply Chain management, preferably CIPS Level 3 or above, is highly desirable and will be considered a significant advantage.

Experience:

With a master's degree: At least one (1) years of professional experience, or a bachelor's degree with at least three (3) years of professional experience in procurement, contract management, supply chain management, or related fields, including experience leading complex procurement portfolios and managing procurement teams.

Knowledge & Skills:

Demonstrated experience managing end-to-end procurement processes, including procurement planning, market analysis, sourcing strategy development, solicitation, evaluation, contract award, and contract management.

Proven experience managing complex and high-value procurement portfolios across a broad range of goods and services, preferably including food commodities, non-food items (NFIs), logistics, engineering-related services, and operational support requirements.

Demonstrated experience leading commercial negotiations, supplier performance management, and contract administration to achieve best value for money, mitigate risks, and ensure supply continuity.

Experience developing and implementing procurement strategies, market engagement initiatives, and supplier development approaches that improve operational efficiency, competitiveness, and resilience.

Languages:

Fluency (level C) in English and Arabic languages.

WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact:

global.inclusion@wfp.org

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