
NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance more than 360,000 people, out of which more than 150,000 reached in 2018 alone in the Governorates of Damascus, Aleppo and Rif Damascus.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Background

The purpose of Logistics Coordinator is to implement logistics and procurement policies and procedures at NRC Country Office, and work closely with Logistics Focal Points and Area Support Coordinators at NRC Area offices to ensure strong and robust implementation of NRC logistics across all area offices.

Role Specific Information

- **General Logistics 50%:**
Support logistics set-up in NRC new Area Offices and Field Offices
Support the logistics manager in ensuring new logistics initiatives successfully rolled out and implemented across NRC in Syria offices
Work closely with NRC's compliance department to ensure donor compliance and produce regular, timely and accurate logistics documents.
Assist the logistics manager in ensure logistics report are collected, consolidated and uploaded to NRC's Logistics KPIs reporting system in timely manner.
Assist the logistics manager in Project Cycle Management routines from development of proposals to final donor reports.
- **Assets & Fleet Management 25%:**
Oversee the management of assets to ensure all NRC assets management in accordance with NRC regulation and procedures.
Ensure that the system of controlling assets movement between personnel, programmes and locations is in place.
Oversee the management of all road and air transport related to Country Office; responsible for ensuring implementation of NRC Fleet Management System.
- **Procurement 25%:**
Attend tender meetings as Logistics representative on adhoc basis.
Support in following up on the procurement plans and requisition tracking in all area offices.
Support procurement activities in country and areas offices during peak periods.

Our Ideal Candidate

- Bachelor degree " Master degree is preferable "additional certifications is a plus" Minimum of 5 -7 years of experience from working in related experience
- Minimum 2-3 years in supervisory/management position
- 2 -3 years' experience in humanitarian field
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English, Arabic both written and verbal
- Knowledge of the humanitarian context in Syria
- Knowledge of sanction regime and market challenges in Syria
- Willing to travel to remote areas and to field offices, ability to work flexibly including weekends and willingness to travel and work in rural locations and live in basic conditions. Experience with start-up, exit or similar



Additional Information

Contract period: Up to one year, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: Damascus

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/4197344807?link_source_id=0