



Job Description

Logistics Responsible

(Fleet, Assets & Facilities Management) – National

Objective:

- The Logistics Responsible supports the Logistics Coordinator in overseeing the mission's logistical activities to ensure the smooth implementation of Solidarités International's in-country programs. He/she contributes to the implementation of mission logistics procedures and tools, ensuring proper application and compliance with organizational standards.
- In coordination with the Logistics Coordinator, he/she participates in mission strategy discussions, project design, and the assessment of logistical resources required to support activities.
- In the absence of the Logistics Coordinator or the relevant Field Logistics Manager, he/she acts as the mission's logistics focal point, ensuring operational continuity and serving as the link between field bases and coordination on all logistics-related matters.

Desired start date: 1st of April 2026

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

Location: Damascus - Syria

Key Responsibilities:

Operational Procurement linked to the mission (fleet, premises, assets, warehouse)

- Receive and verify operational logistical quotations and requests sent by the bases before transmission to the Logistics Coordinator or Logistics Manager
- Ensure the monitoring of procurement requests and inform bases of the development of the handling of their purchase orders.
- Support base logisticians in carrying out purchases linked to operational logistics (assets, premises, and fleet)
- Oversee the implementation of purchases ensuring compliance with rules and procedures and inform the Logistics Coordinator and/or field Logistics manager in case of problems or delays
- Update the price lists and supplier files
- Ensure that the operational purchasing files are complete and archived in accordance with SI procedures
- Ensure that relationship with suppliers is monitored

Mission stock management

- Ensure that warehouses are correctly maintained and secured
- Participate to the physical inventories of stocks located at coordination level
- Consolidate monthly inventories from the bases for transmission to the Logistics Coordinator or Logistics Officer
- Ensure that monthly physical inventories are completed and reconciled with theoretical inventory
- Inform stock managers and/or storekeepers of incoming equipment/goods

Mission Premises Management

- Ensure that all SI premises (offices and guesthouses) are well maintained and meet SI standards in terms of safety, security and living conditions
- Conduct regular visits to all offices and guesthouses to monitor conditions, identify maintenance needs and ensure proper follow-up
- Ensure the availability and proper functioning of basic services such as water, electricity, heating and internet
- Follow up with landlords and service providers for maintenance and repair works
- Ensure that all premises-related expenses including rent, utilities, service contracts and other running costs are verified and paid on time in coordination with Admin/Finance
- Monitor premises consumption costs and report any abnormal expenses to the Logistics Coordinator

Vehicle fleet management & Shipments follow-up

- Consolidate the monthly fuel consumption and vehicles mileage of the vehicle fleet for the different bases
- Supervise the administrative management of documents linked to vehicles (logbook, contracts, insurance, registration)
- Ensure the execution of maintenance and repair work on vehicles of the mission
- Ensure that a complete Car equipment kit is available on board all vehicles
- Establish the coordination vehicles movements schedules
- Participate to the consolidation of fuel consumption and mileage for each vehicle
- Support the strategy of reducing carbon footprint whenever applicable such as vehicle pooling and fleet rationalization
- Give full support to the Logistics Coordinator or to the Logistics Officer in the monitoring of freight and national and international shipments
- Oversee the customs clearance procedures and exoneration of importer material

Communication management

- Be aware of current legislation relating to radio communications equipment
- Assign a logistics code to all equipment entering the assets database
- Participate to the scaling up of the mission's communication resources according to the field capacities and constraints with the Logistics Coordinator
- Participate to the update of the mission radio equipment with the Logistics Coordinator and/or the Logistics Responsible

IT Equipment management

- Participate in scaling up the amount of computer equipment needed by the mission
- Ensure the maintenance and the correct use of IT equipment at the mission level
- Contact the Headquarter IT Department for any additional technical support for all technical support requests
- Check that equipment to be returned to France is securely packaged and accompanied by support documentation: Waybill and breakdown form, etc.
- Ensure that the daily automatic backups are carried out in coordination and on the bases
- Check that each computer uses an up-to-date antivirus
- Assign a logistics code to all equipment entering the assets registry
- Participate to the update of the mission IT equipment with the Logistics Coordinator and/or field Logistics Responsible

Security

- Assist the Logistic Coordinator and Security team to update security pack including security plan (mission and base), evacuation plan, risk analyses and security phases documents
- Update on a regular basis the constant companion document
- File and archive documents related to the Logistic Coordinator responsibilities

Human Resources management

- Logistics briefing to new joiners to SI on IT and logistics
- Provide support and training materials to logistics team members
- Appraise personnel under direct supervision.
- Participate in organizing regular formal meetings with team members

Reporting / Capitalisation

- Consolidate the monthly logistics reports for the bases.
- Take part in coordination meetings relating to logistics; represent the Logistics Coordinator upon request and/or when delegated.
- File and archive mission logistics documents
- Participate to the preparation of archives to be sent to HQ

DIPLOMAS AND EXPERIENCE

Education & Certifications:

- Bachelor's or master's degree in business administration or equivalent.
- Training or professional certifications related to logistics / Supply chain are a plus.

Experience:

- **Experience in the humanitarian sector:** 3-4 Years
- **Experience in a similar position:** 1-2 Years

Key Competencies & Personal Qualities:

TECHNICAL SKILLS

- Minimum 3 years of experience in humanitarian logistics management, including fleet, stock, IT, and asset management, with demonstrated skills in reporting, compliance, and team supervision.
- Proven experience in fleet management, including maintenance follow-up, fuel tracking, and documentation control.
- Solid knowledge of stock management, warehousing practices, and donation tracking.
- Strong skills in asset management and compliance with communication equipment standards.
- Familiarity with procurement processes, BOQs, donor compliance requirements, and logistics reporting.
- Experience in team supervision and capacity building.
- Knowledge of customs clearance procedures (import and export).
- Experience using LINK software is an asset.
- Experience in IT support, data backup systems, and software licensing is a plus.

TRANSVERSAL SKILLS

- Strong analytical and problem-solving skills.
- Effective planning and organizational abilities.
- Clear communication and reporting proficiency.
- Demonstrated team leadership and capacity-building skills.
- Adaptability in complex and rapidly changing environments.
- High level of integrity and strong commitment to compliance standards.

LANGUAGES

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

SI Will Offer you:

A salaried position:

SI will offer a monthly gross salary of **1,620 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.