NORWEGIAN REFUGEE COUNCIL

Logistics Technical Officer - NWS - Aleppo - G6

NRC in Syria

In 2026, an estimated 15.6 million people in Syria, more than 61% of the population, continue to need humanitarian assistance, nearly 46% of whom are children. The fall of the former government in December 2024 raised hopes for the country's future and for people affected by the crisis. However, insecurity, economic hardship and extensive humanitarian needs persist, alongside emerging opportunities to support Syria's recovery. Since December 2024, approximately 1.7 million refugees and more than 2 million internally displaced people (IDPs) have returned to their areas of origin, while an estimated 5.5 million people remain internally displaced.

The Norwegian Refugee Council (NRC) has been a leading humanitarian actor in the Syria response, both inside the country and across the region, since 2012. Operating amid protracted conflict, socioeconomic deterioration, climate change and natural disasters, NRC delivers emergency assistance, transitional support, early recovery and resilience programmes to people affected by displacement and crisis. NRC also leads advocacy efforts to promote safe, sustained and unimpeded humanitarian access across Syria and calls for increased humanitarian funding and investment in resilience and early recovery to address urgent needs and support communities in rebuilding their lives.

Role and responsibilities

The Logistics Technical Officer is the Area Office focal point for managing complex procurement processes and high-value tenders in support of NRC Syria operations. The position leads the end-to-end procurement process for National and above the delegated Area Office threshold and provides operational procurement support for complex procurements below the threshold whenever required. The role ensures that all procurement activities are conducted in accordance with NRC Logistics Handbook, Country SOPs, donor requirements, and applicable legislation while supporting timely program implementation across Area Office. The position works under the technical supervision of the Logistic Coordinator.

Generic responsibilities

•Implement NRC procurement systems and procedures at Area office level and ensure adherence to NRC Logistics Handbook, Country SOPs, donor requirements and local legislation.
•Lead procurement processes assigned by the Logistics coordinator as per the Area Office thresholds or as per delegation by the Logistics Manager.
•Ensure timely and compliant execution of procurement activities while maintaining transparency, fairness and value for money.
•Ensure complete procurement documentation and filing in accordance with NRC filing requirements.
•Ensure procurement trackers and tenders' status are always to updates
•Manage and lead tender procurement meetings, prepare minutes of the meetings and full set of documentations.
•Promote anti-corruption principles throughout all procurement activities.
•Ensure compliance with NRC Safe and Inclusive Programming (SIP) requirements throughout procurement processes.

Specific responsibilities:

•Lead end-to-end procurement processes at Area Office procurement threshold for Restricted Tenders, Open National , and other procurement methods assigned by the logistics coordinator in accordance with NRC procedures.
•Prepare solicitation documents, tender packages, evaluation tools and contract documentation.
•Coordinate tender timelines and ensure compliance with procurement lead times.
•Facilitate tender openings, evaluation committees and clarification processes while ensuring fairness and transparency.
•Conduct commercial evaluations and prepare Comparative Bid Analyses (CBA), recommendation reports and procurement documentation.
•Draft Purchase Orders, Contracts, Framework Agreements and Amendments.
•Ensure procurement files are complete and audit-ready before contract award.
•Coordinate with Budget Holders, Program, and Finance throughout procurement implementation.
•Maintain procurement tracking tools, e-Contract Management, vendor database, procurement plans and procurement dashboards.
•Support supplier prequalification exercises and framework agreement establishment and renewals.
•Ensure vendor vetting requirements are completed in accordance with NRC procedures.
•Conduct procurement market assessments and market analysis when required.
•Ensure all procurement activities achieve Value for Money, fair competition and equal treatment of suppliers.
•Prepare procurement reports, procurement statistics when required.
•Support procurement compliance reviews, audits and implementation of corrective actions.
•Identify procurement risks and escalate compliance concerns to the Logistic coordinator and Area Manager.

Qualifications

Generic professional competencies:

•Bachelor's degree in supply chain management, Procurement, Logistics, Business Administration or related field.
•Minimum 3 years of progressively responsible procurement experience in humanitarian or development organizations.
•Proven experience managing National tender processes.
•Strong knowledge of procurement procedures, donor procurement regulations and procurement compliance.
•Experience in conducting commercial evaluations and procurement documentation.
•Experience managing Framework Agreements and complex procurement files.
•Strong analytical and writing skills.
•Excellent command of Microsoft Office, particularly Excel.
•Fluency in English and Arabic.

Context related skills, knowledge and experience:

•Knowledge of the humanitarian context in Syria.
•Knowledge of sanction program and market challenges in Syria.
•Willing to travel to remote areas and to field offices, ability to work flexibly

Personal qualities

•Planning and delivering results
•Analyzing
•Communicating with impact and respect
•Managing resources to optimize results
•Handling insecure environments
•Coping with change.

We can offer

Duty station: North-West Syria Area Office (NWS) - Aleppo
Required Number of employees: 1
Contract: Till the end of 2027. Renewable, based on funding and performance.
Salary/benefits: Grade 6 of NRC's salary scale (NRC Grade profile)
NRC is an equal opportunity employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, or physical ability.
Candidates who do not provide complete and detailed information in the online application form will not be considered.
Applications will be reviewed on a rolling basis, so we encourage you to apply early.

The application deadline is 25 November 2026.

Learn more about NRC's operations in Syria here.

Why NRC?
The Norwegian Refugee Council (NRC) is an independent humanitarian organization helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.
Watch this short video to see NRC in action.
We are looking for people who are passionate about helping refugees and people forced to flee. Are you one of those people? If you are, NRC offers you the opportunity to:
- Do demanding and professional work, often in challenging contexts
- Join a work culture that empowers every employee to share ideas and take responsibility
- Be part of a welcoming and supportive community committed to human dignity

Learn more about NRC

To apply for this Vacancy, please copy the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5212794501?link_source_id=0