
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 to more than 600,000 people particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

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.

Role Generic Responsibilities

- Implement NRC's logistical systems and procedures on the country level.
- Ensure adherence to Logistics Handbook, Financial handbook other NRC policies, SOP's and donor requirements.
- Contribute to coordination with relevant partners, suppliers, authorities and other stakeholders.
- Promote anti-corruption, transparency and cost efficiency focus in all processes.
- Prepare and submit periodic reports and plans as required.
- Compliance and adherence to NRC policies, guidance and procedures
- Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
- Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

Our ideal candidate:

Generic professional competencies:

- Experience from working as a Support Function Officer in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Good working knowledge of English

Context/ Specific skills, knowledge and experience:

- Previous experience in logistics positions in the private and/or humanitarian/recovery contexts.
- Documented results in establishing and/or consolidating effective administrative systems.
- Good knowledge of the geographical north area markets
- 1-3 years' experience in logistics management
- Conversant with INGO and NGO programming (i.e. shelter, education etc.).
- Knowledge about own leadership skills/profile.
- Takes initiative, self-starter with great analytical skills
- Strong working knowledge of MS Office package.
- Fluency in Arabic and English, both written and verbal.
- Bachelor degree relevant for the position or extensive experience in the logistics sector.

Additional Information

Contract Period: one year contract, renewable based on need, performance and fund.

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

Duty Station: Country Office

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/4543038725?link_source_id=0