

## **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 – Damascus Office, and ensuring strong and robust implementation of NRC logistics across all area offices.

## **Role Specific Information**

1. Work closely with program to ensure the procurement plans for all projects are in place and ensure daily follow of the implementation of the procurement plans.
2. Responsible for ensuring the procurement activities are in accordance with budget lines and annual plans and serve the best interests of NRC and its operations.
3. Coordinate closely with Procurement Team at Damascus Office to ensure that all procurements are finalized in timely and quality manner; comply with NRC Logistic Handbook/SOPs and donor guidelines. Support in following up on the procurement plans and requisition tracking in all area offices.
4. Support and participate in suppliers' prequalification process, and establishment of Suppliers and Service Providers databases.
5. Follow up and coordinate with the involved parties to ensure all framework lease agreements in accordance with NRC procedures including renewals.
6. Participate in budget development for Logistics/Procurement Department.
7. Review the logistics core cost budget versus actual and provide analysis of the cost efficiency.
8. Provide technical advice and support to implement NRC's logistical systems and procedures at Area Offices level.
9. Conduct regular logistics field visits and audit to ensure all systems and procedures are adhered to and fully functional.
10. Provide anti-corruption, transparency and cost efficiency focus in all processes (e.g. in procurement, vehicle management, asset management).
11. Responsible for ensuring that warehousing practices are in accordance to the NRC Logistics handbook standards.
12. Work closely with Warehouse Officer/s in Damascus Office to ensure that the storage facilities/warehousing are secure, fit for purpose, managed and meet health and safe working practice requirements, including food commodities.
13. Ensure that stock utilization and replenishment systems are adequate to maintain an adequate supply of basic commodities to facilitate the smooth operation of the programme.
14. Liaise with programme staff to ensure stock usage and distribution at end of grants.
15. Take the lead in ensuring disposal plan implemented in accordance to NRC's procedures.
16. Work closely with Assets Focal Points in Damascus Office to ensure all NRC assets management in accordance with NRC regulation and procedures.
17. Ensure that the system of controlling assets movement between personnel, programmes and locations is in place.
18. Ensure appropriate disposal of assets as required in accordance with NRC and donor guidelines.
19. Oversee the management of all transport and fuel issues; responsible for ensuring implementation of NRC Fleet Management System such as:
  - Vehicles are driven safely and maintained appropriately,
  - Vehicles are insured,
  - All damages reported timely.
  - Ensure that vehicle equipment (first aid kits, communications etc.) is complete and serviceable.
  - Fuel usage correctly managed, logged, recorded and analyzed.
20. Work closely with NRC's compliance department to ensure donors compliance and produce regular, timely and accurate logistics documents.
21. Support reporting process. Consolidate data, finalize the report and upload the reports as needed in timely manner.
22. Assist the line manager in developing training plans for NRC in Syria logistics staff, ensure plans implemented, staff improve and retain the skills needed to perform their work objectives.
23. Provide gap filling as per the given delegation within the logistic or support department.
24. Provide refresher training on SOP's to both logistics programme staff.

### **Our Ideal Candidate**

- Bachelor Degree in Supply Chain management, Logistics or equivalent.
- Master Degree is a plus.
- Minimum of 2-3 years of experience in a managerial level in the logistics / relevant field.
- Experience in the humanitarian/recovery context.
- Previous experience from working in complex and volatile contexts.
- Proven experience in managing a team.
- 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 and ability to work flexibly including weekends.

### **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 the following link:**

<https://23109900.webcruiter.no/Main/en-gb/Recruit/Odvert/4136349783#/view/4136349783>