
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

1. Adhere to NRC policies, handbooks, guidelines, and donor requirements
2. Assist with the implementation of the procurement according to Plan of Action
3. Provide logistic administration and basic support
4. Prepare and develop status reports as required by management
5. Ensure proper filing of all support documents
6. Promote and share ideas for improvement of the logistic function
7. Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
8. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.

Our ideal candidate:

Generic professional competencies:

- Minimum 1-2 years of related experience in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Good knowledge in English and Arabic, both written and verbal

Context related skills, knowledge and experience:

- Fluent in MS Office
- Good negotiation skills
- Proven knowledge and experience of procurement operations
- Relevant experience in the procurement 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/4543035666?link_source_id=0