

DEADLINE: 21 March 2026

TYPE OF CONTRACT/DURATION : EXPERTIES CONTRACT / 6 MONTHS

NO OF REQUIRED EXPERTS : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: DER ALZOUR

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia, Der alzour, Daraa) and through the following interventions:

- Rehabilitation of collective and private shelters,
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK)).

GENERAL OBJECTIVE

Under the supervision of the Field Coordinator and the technical guidance of the Deputy Logistics Coordinator, the Logistics Officer ensures the effective, compliant, and efficient management of logistics, procurement, supply chain, assets, fleet, facilities, and warehousing functions at base level, in accordance with the procedures of PUI and donor regulations. The Officer contributes to the successful implementation of program activities by ensuring timely availability of goods, services, and logistical support.

RESPONSIBILITIES AND TASKS

1- Procurement & Supply

- Ensure all procurement processes comply with PUI internal procedures and donor regulations.
- Apply procurement thresholds appropriately (direct purchase, RFQ, tender).
- Prepare and manage complete procurement files (PR, EQR, CBA, PO, contracts, GRN, etc.).
- Conduct market assessments and maintain an updated supplier database.
- Develop and manage framework agreements where relevant.
- Participate in bid analysis processes as required.
- Ensure transparency, fairness, and anti-fraud measures throughout procurement processes.
- Monitor procurement expenditures in coordination with Finance and Program teams.
- Follow up with Finance on payment cycles and ensure complete documentation.
- Develop and update monthly procurement plans in coordination with all departments.
- Identify procurement risks and propose mitigation measures to ensure operational continuity.

2- Warehouse & Stock Management

- Monitor deliveries according to contractual terms. Liaise effectively with suppliers to ensure Ensure proper receipt, inspection, and documentation of goods.
- Verify that goods match purchase order specifications.

- Maintain stock cards and stock tracking systems in accordance with PUI procedures.
- Ensure timely dispatch and movement of goods to/from warehouse.
- Ensure proper storage conditions and protection of goods.
- Conduct regular physical inventory and reconcile discrepancies.
- Submit monthly stock reports and backlog documentation.

3- Assets & Equipment Management

- Maintain an updated asset register and inventory database.
- Ensure all assets are tagged, recorded, and physically verified.
- Monitor asset conditions and ensure proper maintenance.
- Ensure completion and filing of staff asset handover forms.
- Conduct periodic asset inventories and monthly asset list updates.
- Ensure adequate management of storage facilities

4- Fleet Management

- Support establishment and monitoring of vehicle rental/service contracts.
- Ensure vehicles are properly documented (log sheets, fuel tracking, maintenance records).
- Verify drivers conduct regular vehicle checks and adherence to safety standards.
- Prepare and submit monthly fleet documentation (log sheets, invoices, fuel reports).
- Monitor fuel consumption and report anomalies.
- Ensure compliance with safety and security movement procedures in coordination with the Access and Liaison Officer

5- Facilities Management

- Ensure the identification and contractualization of leases for premises (offices, housing and warehouses) according to geographical, operational, security and financial criteria, in close collaboration with the Field Coordinator.
- Contribute to the fitting out of premises according to PUI standards;
- Contribute to ensuring decent living and working conditions for all employees in all premises by providing in particular electricity, drinking water, office supplies, etc.
- Supervise preventive and corrective maintenance work for the premises.
- Assist in establishing a monthly physical inventory of all other assets (in addition to the monthly monitoring done elsewhere).
- Ensure that technical safety and security guidelines are applied in all premises;
- Ensure the efficient and complete circulation, filing and archiving of documents related to the premises (lease approvals, security installations, etc.)

6- Internal Control, Compliance & Audit

- Ensure proper archiving of all logistics and procurement documentation (hard and soft copies).
- Maintain full audit trail for all transactions.
- Respect segregation of duties and approval hierarchies.
- Support internal and external audits when required.
- Immediately report any suspected fraud, misconduct, or compliance breach

7- Staff Management & Reporting

- Supervise and support base logistics support staff where applicable.
- Provide training and performance management for supervised staff.
- Produce and submit regular analytical reports including:

- Procurement follow-up
- Stock reports
- Asset inventory
- Fleet and fuel consumption
- Facilities status
- Complete and submit monthly base logistics pack tools (Purchase FU, Stock FU, Equipment FU, Fleet FU, Premises FU).
- Perform any other related duties assigned by the line manager

This job description is not exhaustive and may evolve according to operational needs. Additional tasks may be assigned by the line manager in line with the position's objectives.

REQUIRED COMPETENCE AND SKILLS:

- Strong knowledge of procurement procedures and compliance standards.
- Good analytical and problem-solving skills.
- Ability to plan, prioritize, and manage multiple tasks.
- Strong interpersonal and communication skills.
- Ability to work under pressure and maintain strategic focus.
- Proficiency in MS Office (Word, Excel, databases).

POSITION REQUIREMENTS:

➤ **Education**

- University degree in Business Administration, Logistics, Supply Chain Management, Accounting, or related field.

➤ **Experience**

- Minimum four (4) years of progressively responsible experience in logistics and procurement, preferably in humanitarian or NGO settings.
- Experience in staff supervision is an asset.

➤ **Languages**

- Fluently spoken and written English
- Good command of Arabic

Dear Applicante,

To apply for this Vacancy, Please click on the below link and fill the PUI Syria- Application form.

<https://docs.google.com/forms/d/e/1FAIpQLScZWJPjgIPp9BgWVgtzLSDYA68j8c8Qc0PYluqFf1T8t5j07Q/viewform?usp=dialog>

(If the link above does not work by clicking on it, please copy and paste it in the browser address bar).

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.