# Procurement & Logistics Officer

The Procurement & Logistics Officer is responsible for managing procurement, logistics, fleet, asset, warehouse, and power generation activities for the DCA Raqqa Office. The role ensures that all operations are conducted efficiently, cost-effectively, and in compliance with DCA policies, donor requirements, and local regulations. The position supports program implementation through effective procurement planning, fleet oversight, supplier management, reporting, and operational support.

**Functional Responsibilities:**

- Manage procurement activities to ensure timely, cost-effective, and compliant acquisition of goods and services in line with DCA and donor requirements.
- Coordinate with program teams, manage supplier relationships, and mitigate procurement-related risks.
- Oversee stock, inventory, and asset management, ensuring accurate records, monthly spot checks, and proper reporting within the internal systems of DCA.
- Ensure warehouses are organized, assets and inventory are safeguarded, and any losses or damages are reported promptly.
- Provide direct oversight of DCA vehicles, equipment, and hired drivers, ensuring compliance with fleet management procedures.
- Manage generators and power generation systems in accordance with DCA policies and operational requirements.
- Ensure all logistics and procurement documentation is properly archived.
- Work closely with program coordinators/ finance and logistics coordinators to ensure procurement processes aligning with program needs and objective
- Engage with local staff to provide training and support in procurement practices, enhancing their skills and ensuring sustainable procurement operation
- Regularly interact with internal and external auditors, donors, and regulatory bodies to ensure compliance with procurement policies and regulations
- Maintain communication with various stakeholders, including local partners, and community representatives, to ensure transparency and accountability in meetings where relevant.
- Align all procurement activities with the organization’s plans and donor guidelines.
- Manage the entire procurement cycle, from receiving requests to final delivery.
- Identify and onboard reliable suppliers and maintain strong supplier relationships.
- Coordinate with suppliers and internal teams to ensure timely deliveries.
- Track and monitor delivery schedules to avoid delays.
- Maintain accurate records of all procurement activities.
- Provide regular updates on procurement and delivery status to relevant stakeholders.
- Ensure all procurement processes comply with organizational policies and donor requirements.
- Conduct quality checks on delivered goods to ensure they meet required standards.
- Monitor fleet utilization, vehicle documentation, maintenance schedules, fuel consumption, and driver performance.
- Ensure effective generator management, including maintenance planning, fuel tracking, and operational monitoring.
- Provide logistical support for staff, consultants, visitors, and guests during arrivals and departures.
- Compile and submit monthly logistics, procurement, fleet, and asset reports as requested by the DCA Procurement & Logistics Coordinator.

**Minimum Required Knowledge & Expereince:**

- University degree in a relevant field.
- Minimum 3 years of relevant experience in procurement, logistics, or supply chain.
- Fluency in Arabic and English languages, written and spoken.
- Good working knowledge of Microsoft Office applications.
- Strong organizational and management skills.
- Good knowledge of the local context and markets in North and Northeast Syria, including local suppliers and market dynamics.
- Strong communication, coordination, and negotiation skills.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities, or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check along with professional reference check as part of the recruitment process. It is a prerequisite that you pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on the Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.