

Maternity replacement/ Senior Procurement & Logistics Officer (Short-term)

Deadline:
29-10-2026

Contact person:
Hiring Team

Place of Work:
To be determined

DanChurchAid and Norwegian Church Aid joint country program in Palestine is recruiting

a

Maternity replacement/ Senior Procurement & Logistics Officer (Short-term)

Are you detail-oriented, highly accurate, and committed to delivering quality work?

Do you have a solution-focused mindset, strong analytical skills, and the ability to work independently while contributing effectively as part of a team? Are you a goal-oriented professional who can both lead and collaborate to achieve outstanding results?

Then we would like to hear from you.

DCA/NCA is seeking a highly skilled Maternity replacement/Sr Prolog Officer with strong analytical, organizational, facilitation, and stakeholder engagement skills. In this role, you will be responsible for all procurement and logistics related to country office activities and program interventions implemented by DCA/partners in order to ensure that funds are being spent honestly and efficiently to the benefit of beneficiaries. The Maternity replacement/Sr Prolog Officer follows the DCA procurement manual to ensure that DCA/partners practice sound procurement and follows procurement fundamental principles for which transparency, equal opportunities, ethics, best quality and value for money, are supporting the project community and preventing conflict of interest or corruption.

Major Responsibilities:

- Make procurement an integrated part of project proposals and designs.
- Plan and carry out procurement procedures for country office activities.
- Assess partner procurement policy and provide conceptual analysis of partner's adherence to DCA manual and local law.
- Provide technical procurement advice and backstopping support to partners.
- Provide relevant input to DCA and donor regulations versus local laws regulations.
- Design and deliver procurement training, partner kick-off workshops, and practical guidance to strengthen procurement capacity and compliance.
- Conduct partner monitoring visits, review procurement documentation, assess internal controls, and follow up on agreed corrective actions.
- Maintain a robust and transparent procurement documentation.
- Provide timely and quality procurement data and reports, prepare and present reports, presentations, and other documentation related to your department or function.
- Continuously identify opportunities for process improvement and implement changes to streamline operations, enhance efficiency, and improve outcomes.
- Collaborate with Program and Finance teams to align procurement activities with project requirements, budgets, implementation schedules, and donor commitments.

Key qualifications / Experience expected/ Education:

- DCA's core values of being Compassionate, Proactive, Responsible, and Respectful resonate strongly with you.
- Minimum of three years of relevant experience in an international NGO procurement department.
- At least three years of experience working with local partner organizations.
- Experience in EU projects.
- Strong understanding of supply chain management, logistics, budgeting, and donor compliance requirements.
- Fluency in both Arabic and English.

- Strong organizational skills with the ability to manage multiple priorities and work independently.
- Excellent communication and stakeholder engagement skills.
- Passionate about the job - Ability to multitask, prioritize, and manage time efficiently

An Added value to have:

- Fluency in Hebrew
- A valid driving license
- Advanced Excel skills, including financial analysis and reporting.

We offer:

- The opportunity to be part of a highly professional and collaborative team.
- A meaningful, dynamic, and rewarding work environment.
- Opportunities for professional growth and development.
- Flexibility and autonomy in managing your work.
- Duty Station: to be decided.
- Contract Duration: 7-month maternity replacement.
- Contract Type: Full-time.
- Expected Start Date: Dec. 2026.
- This position is open to national applicants only. DCA is unable to assist with visas or work permits.

To apply for this position:

Please upload your CV and a cover letter that includes your motivation and capacity for the role no later October 29th , 23:59. Use the following link:

Maternity replacement/ Senior Procurement & Logistics Officer (Short-term) I

DanchurchAid

While we thank all applicants for their interest, only those selected for interviews will be contacted. Interviews and tests are expected to be held between the 04th - 11th of November 2026. However, we reserve the right to conduct interviews at a rolling basis. All interested candidates, irrespective of age, gender, race, religion, or ethnic affiliation are encouraged to apply for the vacancy. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment, and our Child Safeguarding policy.

To know more about DCA and NCA please visit our websites (www.danchurchaid.org and <https://www.kirkensnodhjelp.no/en/>)