
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 Specific Information

Generic responsibilities:

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated CC project portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Ensure that projects target beneficiaries most in need, and explore and assess new and better ways to assist.
6. Promote and share ideas for technical improvement

Specific responsibilities:

1. Program Implementation Oversight:

- Ensure the high-quality performance of implemented activities, both at the field level and remotely, in accordance with NRC policies and donor requirements.
- Assist in the opening and monitoring of Education programmes, working in collaboration with technical assistants, Vocational Trainers, Facilitators and educators.
- Conduct periodic assessments of program activities and provide feedback for continuous improvement.
- Coordinate with Education Team Leader, Education Technical Officers, Education Technical Officer Safeguarding, Technical Assistants, facilitators/trainers, and the Information Management team for programme implementation and distribution of materials at the field level.
- Monitor and evaluate activity based on the performance of facilitators/trainers/teachers involved in program implementation, addressing challenges, and recognizing achievements.
- Conduct regular Programme check-ins and reviews to assess the effectiveness of implemented activities.
- Support the process of data collection on field level as well as validate and archive the data collected following the programmes' guidelines.
- Support the Team leader in developing Bill of Quantity (BoQs), Purchase Request (PRs) for technical trainings for the program.
- Any other activity assigned by the supervisor.

2. Communication and Coordination:

- Maintain, coordinate, and collaborate with relevant stakeholders, including local schools, community organisations, local authorities, parents, and community leaders at school levels
- Actively participate at community events and meetings to raise awareness and garner support for youth programs.

3. Team and Leadership:

- In collaboration with Team Leader and Technical Officer- Safeguarding guide and support technical assistant and education facilitators on activity implementation to enhance their skills, teaching methodologies, and adherence to program guidelines.

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- Collaborate with the Team Leader and Technical Officer- Safeguarding to assess the performance of educators and recommend areas for improvement or additional support.
 - Responsible for maintaining a collaborative working environment with other team members, both within the Education project team, within other Core Competencies and with the Support Team.
 - Responsible for supporting safe programming in all Education or related activities throughout the project cycle. This includes – but not limited to – Actively considering SIP elements (Safety, dignity, meaningful access, accountability, and participation MHPSS, PFV) in the daily activity.

4. Progress Reporting:

- Maintain accurate records of program activities, attendance, and outcomes
- Prepare and submit to the Team leader regular activity report, highlighting achievements and areas for improvement.

Our Ideal Candidate

1. Professional competencies

Generic professional competencies:

- Experience working as a Project Officer or working for 3 years and more in Education Technical Assistant in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Good knowledge of English

2. Context/ Specific skills, knowledge, and experience:

- A degree in Education or a relevant field is desirable.
- Previous experience working in the Education field.
- Good command in written and spoken English and fluent Arabic.
- Flexible, initiative, accountable, goal-oriented and visionary.
- Excellent knowledge of Microsoft Office, especially Excel.
- Sound Knowledge of the humanitarian context in NES.

Additional Information

Contract period: Up to 31 December 2026, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale grade 5, and terms and conditions

Duty station: Syria, NES, Raqaa.

To apply for this Vacancy, please copy link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5122872703?link_sannouncementource_id=0