

FOOD SECURITY & LIVELIHOODS ASSISTANT

Location: Al Idleb, Syria

Position Status: Full-time

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Program / Department Summary

Syria is in the midst of a major humanitarian crisis impacting the entire country as well as a number of neighboring countries. More than 11 million people have been displaced from their homes and the number relying on humanitarian assistance continues to grow while the donor landscape becomes more complex. While humanitarian needs still need to be addressed, it is essential to simultaneously be building more sophisticated resilience and social cohesion elements into the MC programming strategy. With a large and complex portfolio of work across the country, Mercy Corps has established itself as an analytical, strategic, and flexible responder, adapting continually to shifting front lines and operational realities to respond effectively and efficiently through multiple modalities. MC's FSL team implements operational in Idleb and Hama is implementing early recovery and resilience FSL activities with a focus on value chains, small business and apprenticeships and ensuring a sustainable approach to FSL.

General Position Summary

Under the supervision of the FSL Officer, the FSL assistant typically involves providing support in implementing FSL programs and projects aimed at improving the economic and social well-being of individuals and communities. The FSL assistant has to play the main role the project cycle management and may include assisting with the design and planning of FSL interventions, conducting community assessments and needs analyses, identifying potential FSL opportunities, coordination, mobilization, registration, distribution, and providing training and capacity building to the participants within the vegetable related off-season, wheat value chain production and businesses support in Idleb and Hama Sub-district. The FSL assistant is also responsible for monitoring and evaluating the effectiveness of FSL programs, maintaining accurate records and documentation, and reporting on progress and outcomes to management and stakeholders. They may work closely with other program and support staff, and community members to ensure that FSL interventions are implemented in a collaborative and participatory manner. Overall, the FSL assistant plays a key role in supporting the development and implementation of sustainable FSL programs and projects that promote economic growth, poverty reduction, and social empowerment in communities. He/she will have to show full adherence to Mercy Corps procedures, policy, and security protocols.

Essential Job Responsibilities

1. SUPPORTING PROJECT IMPLEMENTATION

- Assist Livelihood Program Coordinator, and FSL Officer to ensure that all aspects of support field activities are managed according to Mercy Corps and donor regulations.
- Assists to ensure that distribution plans for SMEs , distribution kits and inputs are in place, and training is provided smoothly and in a timely manner,
- Conduct participant training and capacity building related to Agriculture inputs kits , SMEs and greenhouses, jobs opportunity, capacity building and enhancing the resilience resilience.
- Maintain close work relations with PaQ team to ensure all monitoring forms are filled in properly and completed in a timely manner.
- Support FSL officer to provide technical assistance to the target participants and other field level stakeholders.
- Full compliance with the protection mainstreaming in FSL activities and safeguarding policies in the targeted communities.
- Assist in identifying targeted areas, community mobilization, registrations, distribution, monitoring follow up and providing technical support to the participants.
- Support FSL officer, and Livelihoods coordinator with day-to-day and weekly necessary field written reports that meet Mercy Corps and donor standards.
- Work closely with Mercy Corps' support staff and other project staff to ensure that program activities provide maximum impact in target areas.
- Assist the program team in launching new assessments and project monitoring processes.
- When necessary, assist the team with the sharing of lessons learned and good practices for dissemination within Mercy Corps and to other agencies and interested parties.
- Support the FSL team to coordinate with local government structures to ensure coordination is in place with different external stakeholders.
- Report any feedback and complaints coming from the targeted community to the FSL officer and Livelihoods coordinator and support the communities with guiding to the CARM system.
- Ensure community support for program and minimize conflicts around distributions.
- Support the team to design and implement effective monitoring and evaluation systems to capture impact and ensure that the program is responsive to opportunities and challenges.
- Expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values always and in all in-country venues.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission.
- Supporting the FSL officer in archiving all project-related documents and adhering to the principle of non-disclosure and non-use outside of work.

2. ACCOUNTABILITY TO STAKEHOLDERS

- Ensure that participant communities are adequately informed about programs, are aware of their entitlements, are comfortable to give feedback and that feedback is used to improve the quality of our programs.
- Ensure all activities are gender sensitive and follow Mercy Corps' Gender Equity Policy.
- Apply Do No Harm standards to ensure activities do not have detrimental effects on vulnerable communities.

- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission or put the team, assets, and mission at risk.

3. OTHER

- Assist in any other task or duty assigned by the supervisor.

Supervisory Responsibility

Any volunteers and extension agents

Accountability

Reports Directly to: FSL Officer.

Indirect reports to: FSL Coordinator

Works Directly With: Program team, PaQ Team, field-based logistics and finance teams and other support units.

Accountability to Participants and Stakeholders

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.
- Participate in all training sessions assigned to him/her.

Knowledge and Experience

Essential:

- Bachelor's degree in agriculture engineer ,economics, Trade or English literature
- And /or at least 2 years of previous related experience in agriculture early recovery and FSL.
- Previous experience working with economic development, or vegetable fields, or in a related field may be beneficial such as Cash , supporting livestock fodder , SMEs and distribution kits.
- Experience in developing and delivering training programs is also beneficial.
- Experience in Data collection.
- Experience in Vocational training is preferred .
- A strong understanding of off seasonal technologies, irrigation systems, and plant biology is often required.
- Knowledge of delivering business management training, and technical training in the field of vegetable and SMEs.
- Strong local context will be an added advantage
- Demonstrated ability to work under pressure and meet tight deadlines.
- Ability to work as a team member.
- Experience working for a humanitarian NGO is a strong advantage.

- Demonstrated ability to meet deadlines and work independently and cooperatively with team members in a cross-cultural environment is required.
- Demonstrated flexibility and creativity in planning and problem solving.
- Proven ability to learn quickly, lead a program to achieve stated results and objectives.
- Effective verbal and written communication, multi-tasking, organizational and prioritization skills.
- Good command of English (spoken and written) is strongly preferred.
- Ability to work effectively with an ethnically diverse team in a sensitive environment.
- Previous experience in insecure environments
- Good problem-solving skills.
- Good command in English (Spoken and written)
- Computer skills – Word and Excel are a must.
- Ability to conduct oneself with sensitivity and respect toward others.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development

Team Engagement and Effectiveness

Achieving our mission starts with how we build our team and collaborate. By bringing together individuals with a variety of experiences, backgrounds, and perspectives, we strengthen our ability to solve complex challenges and drive innovation. We foster a culture of trust and respect, where every team member is valued for their contributions, empowered to reach their full potential, and motivated to do their best work.

We recognize that building a strong and effective team is an ongoing process, and we remain committed to learning, improving, and growing together.

Equal Employment Opportunity

Mercy Corps is an equal opportunity employer committed to providing equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, sexual orientation, religion or belief, national origin, age, disability, marital status, veteran status, or any other characteristics protected under applicable law.

Safeguarding & Ethics

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC **and have signed on to the [Interagency Misconduct Disclosure Scheme](#)**. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to [Mercy Corps Code of Conduct Policies](#) and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.

As an applicant, if you witness or experience any form of sexual misconduct during the recruitment process, please report this to Mercy Corps Integrity Hotline (integrityhotline@mercycorps.org).

Personal Consent:

The organization collects your personal data for the purposes of managing the organization's recruitment related activities as well as for organizational planning purposes globally. Consequently, the organization may use your personal data in relation to the evaluation and selection of applicants including, for example, setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

The organization is an international organization consisting of multiple affiliated companies in various countries. The organization has international sites and uses resources located throughout the world. Your data may be held on secure platforms globally, including outside of the EU. All personal data whether relating to recruitment or employment, is held on a secure platform and system which is subject to regular testing and audit. Unless stated in the job description that the post involves other organizations with which the information will be shared as part of the recruitment process, your personal data will only be shared with third parties where consent is given.

The organization participates in the Inter-Agency Misconduct Disclosure Scheme (the "Scheme") (www.schr.info/the-misconduct-disclosure-scheme). Accordingly, we request information from a job applicant's previous employer(s) about any investigations which found that the applicant committed sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents of misconduct under investigation when the applicant left employment. By applying, you confirm your consent to the organization collecting your prior employment history under the Scheme as part of the application process. Your data will be stored for up to four years.

Important Notice: Mercy Corps never charges candidates any fees at any stage of the recruitment process. If you are asked to make a payment for a job opportunity claiming to be from Mercy Corps, it is a scam.

All official communication from Mercy Corps will come from an @mercycorps.org email address. We do not contact candidates via Gmail, Yahoo, WhatsApp, or other unofficial channels.

If you receive a suspicious job offer, please report it to us immediately.

HOW TO APPLY:

Interested candidates can follow the link below to fill in their information and attach CVs not later than **April 29, 2026:**

[FSL Assistant](#)

Organization reserves the right to accept or reject any or all CV(s) without assigning any reason.

Only short-listed candidates will be contacted for the interview.