



Liaison & Access Specialist

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to



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 **APPLY FOR POSITION**

Application due:
6/29/2026

Workplace:
Damascus

Department/Country:
Syria

Contract type:

supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

About the job

The Liaison and Access Specialist will serve as DRC's primary focal point for engagement with Syrian government entities and relevant authorities. The role ensures compliance with national regulations, supports registration and projects approvals, facilitates staff travel, visas, admin arrangements in coordination with the admin team, and enables DRC's operational and programmatic access.

The incumbent will work closely with DRC's leadership, HR, operations, and program teams to maintain effective communication with ministries, secure timely authorizations, and support smooth implementation of activities across all DRC operational areas while safeguarding DRC's humanitarian principles and neutrality.

Duties and Responsibilities

The key responsibilities outlined below are not exhaustive; additional duties, including ad hoc tasks, may be assigned to support the effective fulfillment of the role's overall purpose:

1. Government Liaison & Institutional Coordination

- Act as DRC's main focal point with relevant ministries and authorities, including the Ministry of Foreign Affairs (MoFA), Ministry of Social Affairs and Labor (MoSAL), Ministry of Local Administration, Ministry of Agriculture, Ministry of Emergency and Disaster Management, National Mine Action Center (NMAC), National Partners, and other line ministries relevant to DRC's sectors of work.
- Support DRC's leadership and management team in coordinating and organizing high-level meetings with governmental counterparts.
- Facilitate and track the submission of project approval requests to the Humanitarian Action Coordination (HAC), governorates, technical directorates, or relevant line ministries under the new government structure.
- Maintain updated records of all official communications, approvals, and meeting notes.
- Represent DRC professionally and diplomatically in interactions with government officials.
- Cultivate and maintain positive, trust-based relationships with officials across key ministries and authorities.

2. Access Facilitation & Movement Permissions

- Liaise with local authorities to facilitate staff movement, field missions, and project implementation in coordination with the Safety Coordinator and Area Managers.
- Process and follow up on requests for flight bookings, travel permits, border access and any other access letters needed for staff, consultants, and visitors.
- Coordinate and handle any related administrative matters for international staffs, consultants and visitors in collaboration with the HR and Admin team. Coordinate visa and residency procedures for international staff/consultants in close collaboration with HR and Admin department.
- Support DRC's efforts to expand program access and geographic coverage, ensuring compliance with national administrative requirements.

3. Legal and Regulatory Compliance

- Monitor and interpret any new laws, decrees, or administrative directives that may impact DRC's operations or staff in Syria.
- Maintain up-to-date records of DRC's registration, licenses, and agreements with authorities; ensure timely renewals and compliance.
- Advise management on emerging legal or bureaucratic risks and recommend mitigation measures.

National contract

Homepage:
drc.ngo

ABOUT DRC

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

- Work closely with DRC's regional and country security team and relevant regional/HQ departments to ensure alignment with organizational standards.

4. Internal Coordination and Reporting

- Coordinate with HR, Supply Chain, Security, and Programme teams to ensure all activities and staff movements comply with national regulations.
- Provide regular updates and situation analyses on access, liaison, and compliance developments to the SMT and Country Director.
- Develop and maintain a tracking system for all submissions, renewals, and approvals, ensuring deadlines are met.
- Support the preparation of briefing notes, summaries, and reports for internal and external audiences.

5. Emergency Response and Context Monitoring

- Support communication with relevant authorities during emergencies, facilitating approvals for rapid response activities.
- Assist in coordinating with field teams and government entities during emergency or high-priority interventions.

Experience and technical competencies

- Minimum 4 years of relevant experience in liaison, access, or government relations with INGOs, UN agencies, or diplomatic missions.
- Proven experience engaging with Syrian ministries and local authorities at central and sub-national levels.
- Proven experience of managing travel desk (flight bookings, visa, accommodation booking, any other admin tasks etc.)
- Strong understanding of Syrian legal and administrative frameworks governing INGO operations.
- Experience facilitating visas, project approvals, and movement permits.
- Excellent communication and negotiation skills, with the ability to manage sensitive relationships professionally and with confidentiality.

Education

- Minimum bachelor's degree in public administration, Law, Political Science, International Relations, or a related field.

Languages

- Fluency in Arabic (native) and proficiency in English (spoken and written) required.

In this position, you are expected to demonstrate DRC' five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We offer:

Contract length: 12 months (Extension based on performance and funds)

Level: Non-Management – G2

Location: Damascus

Expected Start date: As soon as possible

Application process:

Interested? Then apply for this position here: [Talentech - Liaison & Access Specialist - Application Form](#)

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be

in the same language as this vacancy note. **CV-only applications will not be considered.**

Applications close: **29 June 2026**

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer

By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.

Apply for position

