
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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idleb, Hassakeh, Qamishli and Raqqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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

- Line management for support managers such as Finance, HR & Admin and Logistics (incl. ICT).
- Member of the Country Management Group (CMG).
- Ensure compliance with and adherence to NRC policies, guidance and handbooks and donor/auditor requirements.
- Facilitate the support function's strategic input to the development of the annual Country Strategy and Plan of Action.
- Provide input on operational support in proposal development, and to coordinate and align operational support with programme plans and ensure quality and timely support to project implementation.
- Facilitate the Master Support Budget, country level budgets and BPO development, including assess and monitor costs and resource allocation needs.
- Responsible for the strategic development of country structures, technical systems, human resource capacity and allocation.
- Responsible for development of new country specific technical SOPs, guidelines and tools.
- Responsible for organisational learning related to programme support.
- Responsible for technical capacity building of support staff.

Our Ideal Candidate

- **Minimum 5 years of experience** from a senior management position in a humanitarian/ recovery context
- **Bachelor's degree** in international relations, Humanitarian and Development studies or related field. Master's degree is an added value.
- Demonstrated **experience in strategic planning and organizational restructuring**, especially during periods of transition.
- Strong **financial and budget management** skills.



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- Experience in **HR management, procurement, and logistics in complex environments.**
 - Familiarity with **auditing and compliance** procedures.
 - Experience working in complex and volatile contexts.
 - **Fluency in English**, both written and verbal.
 - **Allocation of resources and costs** expertise.
 - Knowledge of market analysis and cash-based interventions
 - **Proven ability to lead and manage change in complex environments**, including nationalization and localization strategies.
 - Experience engaging with regional and HQ teams, ensuring alignment with global strategies and policies.
 - **Ability to work independently and under pressure and adapt** to rapidly changing environments. Detail-oriented with a high level of accuracy and integrity.
 - Analytical mindset with the ability to design and roll out effective SOPs, guidelines, and systems that enhance operational delivery.
 - Critical thinking with a constructive approach to problem-solving.
 - **Strong communication and interpersonal skills**, with the ability to collaborate effectively with diverse stakeholders.
 - Demonstrated commitment to staff well-being, inclusion, and team dynamics, especially in multicultural settings.
 - Excellent analytical skills with the ability to **interpret financial data and trends.**
 - **Familiarity with NRC systems**, policies, and donor requirements is a plus.
 - Knowledge of Arabic is a plus.

Additional Information

- Duty station: Country Office - Damascus
- Contract: Fixed terms. Renewable, based on funding and performance.
- Salary/benefits: Grade 11 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered.**
- The application deadline is **21 Aug 2026.**

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5161341398?link_source_id=0