
Background

As the Syrian crisis has entered its 14th year, a record-level 16.7 million people, over 71% of the population, needs humanitarian assistance. Almost half are children. The former government's change in December 2024 sparked hope for the country's future and for those in need of aid. However, ongoing conflict, economic collapse and record-high humanitarian needs persist throughout the country, coinciding with unprecedented cuts to humanitarian aid globally at a time when aid resources for Syria were already stretched thin.

The Norwegian Refugee Council (NRC) has been a leading humanitarian actor in the response to the Syria crisis, in Syria and across the region, since 2012. Against a backdrop of conflict, socioeconomic and environmental deterioration, climate change and natural disasters, we provide emergency, transitional, early recovery and resilience programmes to people in need. We lead advocacy to promote unimpeded and sustained access to assistance for people across Syria and we call for increased humanitarian funding, resilience and early recovery support to alleviate the hardships of the Syrian people.

What we are looking for

NRC Syria looking for an ICLA Project Manager to join the **South-Central Area Office**. The role holder will be responsible for managing the overall NRC ICLA project portfolio and staffing in South and Central Syria. They will also contribute to the broader country-level programme development in collaboration with the ICLA Specialist. Additionally, they will contribute to the broader country level programme development in collaboration with the ICLA Specialist.

******Please note for this role, applicants must be legally eligible to work in Syria. We are unable to provide work permits or visa sponsorships for this position. ****

What you will do

The role will have some of the following main specific responsibilities:

- Lead strategic planning for the ICLA programme in South and Central Syria, including legal needs assessments, gap analyses, and prioritisation.
- Review referral mechanisms for ICLA interventions in South and Central Syria and propose improvements aligned with area office response priorities.
- In close coordination with the ICLA Specialist, review ICLA field team structures and job descriptions to align with strategic objectives, and lead recruitment processes as needed.
- Ensure consistent quality and legal compliance across all ICLA services (legal counselling, information provision, representation, and referrals).
- Ensure accurate and consistent use of ICLA case management and M&E tools and integrate evidence and learning into programme development.
- Oversee legal accuracy of information and advice provided to project participants.
- Support the ICLA specialist in developing and adapting legal tools, case management systems, and training materials.
- Support the ICLA specialist to guide legal research, analysis, and advocacy messaging in line with field evidence and ICLA's strategic objectives.
- Actively participate in relevant humanitarian coordination forums, including leading the Housing, Land and Property (HLP) Technical Working Group (where relevant).
- Strengthen collaboration with protection actors, legal aid providers, justice sector stakeholders, and local authorities.
- Promote operational synergies between ICLA and other NRC core competencies/programmes.
- Identify staff training needs and coordinate the delivery of legal and soft skills capacity building.
- Participate in and support project start-up, progress review, and closure meetings with relevant inputs and documentation.
- Coordinate new emergency response in Area, and approve existing ones
- Carry out any other task relevant to the position as requested by the Area Programme Manager or ICLA Specialist.

What you will bring

- **Relevant university degree**, preferably law, human rights or social studies, master's degree is an added value.
- **Minimum 3 years of experience** in a senior-level legal assistance (or Protection project with significant legal assistance component) project management position in a humanitarian/ recovery context.
- **ICLA (Legal) technical expertise**, including knowledge of **Housing, Land & Property and/or civil documentation issues**.
- Experience working in **complex and volatile contexts**.
- **Fluency in English**, both written and verbal.
- Knowledge of the **displacement context in Syria and the Middle East**.
- Experience with **Legal programming and Legal case management**
- Fluency in **Arabic is a MUST**.

What we offer:

- Duty station: **Homs**, Syria.
- Contract: Fixed Term
- Travel: **30-40%** within areas of operation
- Salary/benefits: Grade 8 on NRC's national salary scale
- NRC is an equal opportunities employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, and physical ability.
- We think outside the box, encourage ideas, and give responsibility to all employees at all levels. You will have many opportunities to be heard and take the initiative.

IMPORTANT Considerations:

- This position is open to **Internal and External candidates**.
- Application deadline is **7 October 2026**.
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

To apply for this Vacancy, please copy the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5185816030?link_source_id=0