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## What we are looking for:

The Norwegian Refugee Council (NRC) is seeking a **highly qualified, resilient and dynamic Partnership Manager for the Syria Office** to support strategy development and lead the implementation of that strategy. The person will need to champion localisation and work closely with colleagues across all departments to ensure they understand our approach to working with partners.

## What you will do:

The Partnership Manager will need to guide the identification, selection and due diligence process for several new partners, as well as oversee the contracting, kick-off and monitoring of these partnerships. The Partnership Manager will need to ensure all staff are aware of their roles and responsibilities in this process and to develop and roll out tools and guidance to do this.

The Partnership Manager will also need to guide relationships with new partners, ensuring that a longer-term, more strategic and equitable approach is taken with partners. This will involve discussing with partners their capacity development needs, but also ensuring that partners participate in NRC's annual strategy process and that they have the opportunity to provide feedback on the partnership with NRC.

## Key responsibilities:

- Contribute to a harmonised partnership approach between the NRC programmatic response and its partners, in line with NRC partnership policies, guidance, and procedures
- Support partners mapping efforts conducted by Area Offices and Country office
- Support partner's adherence to the NRC policies, tools, handbooks, and guidelines; provide compliance spot-check/audit support
- Supervise the management of the full cycle of the Project Implementation Agreements (PIA) process with local partners, including but not limited to Due Diligence (DD) and Organizational Capacity Assessments (OAT) processes
- Liaise and coordinate with other functions where there are interdependencies within the country office, region and head office
- Lead the development, adaption and implementation of the NRC Syria Partnership Strategy
- Support to develop a positive organisational culture to working with local partners
- Collaborate with the grants unit to ensure that donor requirements/procedures are reflected in the PIAs and modification requests
- Assess the partner's priority needs in terms of capacity development

Please download [SRO Partnership Manager JD - Nov 2024.pdf](#) to learn more about the position.

- Responsible for drafting or providing inputs to reports, updates, and briefing notes as necessary.
- Responsible for the oversight and monitoring of projects with a total budget of at least 5 million Euros.
- Coordinate with NRC Country Offices in the implementation countries, as needed.

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**What you will bring:**

- Bachelor's degree in relevant area. Master's degree would be advantageous
- Minimum 4 years of relevant senior level experience with NGO and/or international organisation, preferably leading partnership-related duties
- Experience from working in complex humanitarian contexts
- Experience working with (inter)national and local civil society organizations
- Experience of leading tasks and processes successfully, managing and prioritizing a high and diverse workload
- Knowledge about own leadership skills/profile
- Fluency in English and Arabic, both written and verbal, is essential
- Knowledge of the Syrian context would be an added value
- Good cultural awareness and sensitivity

**What we offer**

- Duty station: Damascus, Syria.
- Contract: 12 months
- Travel: Up to 10%
- Salary/benefits: grade 9 on NRC's regional salary scale, with accompanying terms and conditions
- 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

[Find out more about the benefits of working for NRC](#)

**IMPORTANT Considerations:**

- This position is open to internal and External candidates.
- Application deadline is on 12 of August 2025.
- Candidates who do not provide complete and detailed information in the online application form may not be considered.
- Female candidates are strongly encouraged to apply for this position.
- Submit your application and CV in English, taking care to attach your latest CV.
- Applications that do not meet the minimum standards in terms of experience or qualifications will generally not be considered. Unsolicited applications not related to this specific job advertisement will not be considered.
- Only shortlisted candidates will be contacted. We receive many applicants for each vacant position.
- NRC does not request/accept any favors from applicants for the recruitment process. NRC follows a fair and transparent recruitment process based on the already set criteria prior to advertisement and will follow four stages based on these criteria: long listing, short listing, technical test or interview and competency based interview by recruitment panel and reference check.
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## Why NRC?

The Norwegian Refugee Council (NRC) is an independent humanitarian organization helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.

[Watch this short video](#) to see NRC in action.

NRC is one of only a few agencies operating across all of Syria. Against a backdrop of intense conflict, we work to provide emergency, transitional and longer-term assistance to people in need. NRC meets the needs of people affected by conflict and displacement in Syria. Amidst ongoing conflict, further socioeconomic and environmental deterioration, climate change and most recently the earthquake, we provide emergency, transitional, early recovery and resilience programmes.

We are looking for people who are passionate about helping refugees and people forced to flee. Are you one of those people? If you are, NRC offers you the opportunity to:

- do demanding and professional work, often in challenging contexts
- join a work culture that empowers every employee to share ideas and take responsibility
- be part of a welcoming and supportive community committed to human dignity

[Learn more about NRC](#)

## About Us

The Norwegian Refugee Council (NRC) is a global humanitarian organisation helping people forced to flee. Join us in assisting millions of people in areas where others cannot, tackling some of the world's most dangerous and difficult crises. Bring your skills and dedication to an organisation recognised for providing high quality aid and for defending the rights of refugees and internally displaced people.

At NRC, we give responsibility to employees at all levels and foster professional growth and innovative teams. You can expect a supportive culture and an open dialogue with management. We are committed to diversity, equity and inclusion.

Together, we save lives and rebuild futures.

Safeguarding is central to NRC's work. We expect all employees to:

- treat everyone with respect and dignity
- contribute to building a safe environment for all
- never engage in any form of exploitation, harassment and specifically sexual exploitation, abuse and sexual harassment (SEAH)
- always report. NRC has a zero-tolerance approach to inaction against exploitation, abuse and SEAH

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

[https://23109900.webcruiter.no/Main/Recruit/Public/4997652880?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/4997652880?link_source_id=0)