



## **Job Description**

**Job Title: Grants Officer**

**Grade: 8B**

**Department: Grants**

**Location: Syria, / Raqqa**

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### **Background/Context:**

The IRC has operated in Syria since 2012, providing protection, health, economic recovery, and early childhood development programs in Idleb, Aleppo, Ar-Raqqa, Hassakeh, and Deir ez-Zor, with new programs expanding into Hama, rural Damascus, and Homs. With a team of over 750 members, the IRC has established trust and strong community relationships, ensuring access and effective service delivery. It plays a significant role in Syria's NGO, donor, and coordination forums, holding key positions and adapting to the evolving context.

With the new realities under the new government, as of December 2024, the IRC has deployed a team to Damascus to set up operations and engage in coordination structures for newly accessible areas across Syria—including parts of NES, NWS, and other previously unreachable locations in South and Central Syria, adjusting operations to maximize coverage and efficiency.

### **Job overview:**

The IRC Syria Grants Department ensures donor-funded awards are implemented on time, on track, and on budget. The Grants Officer will report to the Grants Manager and will provide administrative and other support, including coordinating data collection, consolidating, and tracking key information, reviewing, and managing internal and external reporting requests, scheduling meetings, and supporting other Grants Department tasks as needed. The position will be based in Idleb/Raqqa, Syria, and will also coordinate closely with colleagues across Syria as needed, and with staff located in the IRC's headquarters offices. This position will collaborate closely with programs, operations, and the partnership departments of the IRC

### **Responsibilities:**

- Assist in the management of a diverse and complex multi-sectoral grant portfolio through timely and accurate reporting and information development for both internal and external audiences.
- Work across departments to develop and manage a calendar for project cycle meetings (PCM) across program sectors, all operations departments, senior management team members, and implementing partners.
- Maintain up-to-date grants trackers and calendars, including internal and donor reporting deadlines, budget vs. actual (BvA) meetings, and Project Cycle Meetings (PCM).

- Circulate the meeting invites and coordinate the monthly, bi-monthly, and/or quarterly PCMs (Project Cycle Meeting) for the portfolio, including consolidating and storing planning files as well as circulating key action points and following up to ensure items are completed
- Ensure comprehensive information management by managing and organizing grant files, supporting donor audits, and updating internal IRC documentation.
- Support the grants team in the development and coordination of high-quality proposals for submission to donors, including the preparation for Go-No-Go (GNG) meetings, the development and review of technical and budget documents, and annexes.
- Conduct quarterly data and information audits to identify gaps and ensure information is appropriately stored.
- Perform other duties as needed or requested by the supervisor

### **Education and Work Experience:**

- A University degree in international affairs, social studies, business administration, international relations, journalism, or other relevant majors/or at least 2 years of relevant professional experience.

### **Demonstrated Skills and Competencies:**

- A commitment to IRC's mission, vision, values, and IRC Way – Professional Code of Conduct.
- Credible written, presentation, and verbal communication skills, including the ability to convey information effectively.
- Excellent word processing and computer skills, particularly MS Office (Word, Excel, and PowerPoint)
- Ability to coordinate and develop written communications pieces (e.g., donor reports, success stories, case studies).
- Ability to develop relationships across multiple departments and organize and manage complex data and information to maximize cooperation and productivity.
- Ability to plan long-term, organize priorities, and work under administrative and programmatic pressures to meet internal and external deadlines.
- Ability to work and lead tasks independently while being a strong team player.
- Familiarity with program design, including logical frameworks, budgeting, and grants/report writing, preferred.
- Ability to work in a dynamic role and be a quick learner.

### **Language/Travel:**

- **English and Arabic** are required
- Travel: 15% to field sites

### **Key Working Relationships:**

**Position Reports to:** Grants Manager

**Position directly supervises:** N/A

**Indirect Reporting:** N/A

#### **Key Internal Contacts:**

Senior Management Team, Grants Coordinator, and the IRC Syria Program, Support, and Operational departments (Finance, Partnerships, Programs, MEAL, Supply Chain, Humanitarian Access, and Field Coordination). In addition, the Grants Officer will be in regular contact with IRC Regional and HQ offices as required.

**Key External Contacts:** N/A

**Professional Standards:** IRC staff must adhere to the values and principles outlined in IRC Way – Global Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, IRC operates and carries out policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti-Workplace Harassment, Respect at Work Fiscal Integrity, and Anti-Retaliation.

**Returning National Candidates:** We strongly encourage national or returning national candidates to apply for this position. If you are a citizen of the country where this position is based and are currently residing outside of your home country, you may be eligible for an attractive relocation package. Eligibility is determined based on IRC's operational needs and specific role requirements. IRC strives to attract, motivate, and retain qualified national staff in our programs.

**Accountability to Clients:** IRC staff must adhere to the commitment of contributing to the sustainability and development of its (CR) Client Responsiveness Mechanisms, preserving the culture of prioritizing the needs of our clients and affected communities by systematically listening to their perspectives and using their feedback to make programmatic decisions and give them greater influence over program design and delivery.

**How to apply:**

Interested candidate can apply to this link: [Grants Officer-Ragga/ Hassaka – Fill out form](#) before 24<sup>th</sup> Mar 2026.