

## **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 Raqqa

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**

The Information Management (IM) Officer will contribute to the development, rollout, and maintenance of NRC's Area Office information management systems. The IM Officer will mainly work on the development and maintenance of data management systems for capturing and visualizing output data, analysis of secondary data, and needs assessments. The IM Officer will work with staff in the Area Office to support data extraction, visualization, capacity building as needed, production, and dissemination of information products.

### **What you will do**

#### **Generic responsibilities:**

1. Adherence to NRC policies, guidance, and procedures
2. Respond to Area Office requests for support on mobile data capture implementation.
3. Build mobile data capture forms as a service for field teams.
4. Maintain a library of forms for common project cycle data capture activities and ensure proper filing of documents.
5. Maintain and implement the protocols required for remote beneficiary engagement.
6. Implement Information Management activities according to the plan of action.
7. Develop a data management system through documentation, implementation, and coordination of standardized information flows.
8. Develop and maintain a reporting system for programme achievements and evidence.

### **What you will bring**

#### **1. These are skills, knowledge, and experience that are important for effective performance.**

##### **Generic professional competencies for this position:**

- University degree (Bachelor's) preferably within Information Technology, Computer Science, statistics, or other related fields of study
- Experience from working on information management and database systems development
- Understanding of data and information needs for program management and decisionmaking.
- Previous experience from working in complex and volatile contexts
- High level of English and Arabic language proficiency (speaking, reading, writing). Business English is a plus.
- Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access).
- Experience using Power BI Knowledge of GIS, SPSS, STATA, Epi Info, or other data processing tools.

**Context-related skills, knowledge, and experience:**

- At least 2 years of experience in the development and administration of database and information management systems.
- Solid background in use of Microsoft Office software package (MS Excel advanced)
- Knowledge of managing data security, including data encryption, user and group management, views, and security modes.
- Experience in roll out of information management tools, including delivery of user training.
- Experience of working in a humanitarian/recovery context is a plus
- Experience with data analysis and visualization solutions such as MS Power BI, Google Data Studio, and Tableau is required. Knowledge of MS Power BI suite is an advantage.
- Background in CRM systems, e.g. MS Dynamics, and Salesforce CRM, will be an advantage.

**2. Behavioral competencies**

These are personal qualities that influence how successful people are in their jobs. NRC's Competency Framework states 12 behavioral competencies and the following are essential for this position:

- Planning and delivering results
- Working with people
- Analyzing
- Communicating with impact and respect

**What we offer:**

- Duty station: Homs, Syria.
- Contract: Fixed Term
- Salary/benefits: Grade 5 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 **19 July 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/5153757448?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/5153757448?link_source_id=0)