

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. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than 600,000 people particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021. NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Background

NRC will continue consolidating and expanding its access in Syria to support protection and resilience of displacement affected populations through inspiring advocacy and an efficient response, anchored on evidence-based decision-making, partnership with national responders and community-driven processes. NRC will rely on highly competent and committed staff who embrace NRC core values, protection policies and code of conduct, and a fit-for-purpose organizational structure to meet the strategic objectives. The LFS Project Officer contributes to achieving the NRC Syria Livelihood and Food Security strategic objectives.

Duties and responsibilities

The Cash Officer will play a key operational role within the Cash and Markets Unit in Idlib, supporting the implementation of Multi-Purpose Cash Assistance (MPCA) programmes and emergency cash response. The position is responsible for verifying beneficiary lists, processing payments through financial platforms, maintaining accurate records, and ensuring compliance with NRC standards and donor requirements.

This role requires a detail-oriented professional with strong information management skills, an understanding of humanitarian cash-based programming, and the ability to work effectively under pressure in a complex operating environment.

Generic responsibilities:

- Support the design and implementation of MPCA and emergency cash assistance projects in Idlib governorate.
- Verify and prepare lists of individuals for financial assistance in accordance with NRC internal norms and processes .
- Identify deduplication and resolve them in coordination with NRC IM team to prevent duplicate payments.
- Assist in conducting emergency MPCA rapid-response applications, including preparing training materials and occasional field visits.
- Support implementation according to agreed plans, standards, proposals, and donor requirements.
- Collaborate closely with finance and Logs teams to approve cash requisitions and orders in a timely manner.
- Maintain paper and electronic cash records systematically on SharePoint, ensuring a clear and auditable trail in line with NRC standard procedures.
- Verify and systematise all documents related to payment preparation and FSPs fee invoices.
- Prepare and develop status and cash distribution reports as required by the line manager.
- Ensure adherence to NRC data privacy standards in all data-handling activities.

- Collaborate closely with the Community Feedback Mechanism (CFM) team to address complaints, feedback, inquiries, and payment status issues related to the financial assistance programme.
- Promote the rights of internally displaced persons (IDPs) and returnees in line with NRC's advocacy strategy.
- Ensure beneficiary accountability and confidentiality are maintained throughout programme implementation.
- Adhere to NRC policies, guidance, Standard Operating Procedures (SOPs), and procedures at all times.
- Ensure the application of cash-related SOPs and participate in SOPs revision exercise as requested by the line manager.
- Ensure proper filing of all support documents (RoDs) and invoices for procurement and audit purposes.

Qualifications

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

Generic professional competencies:

Bachelor's degree, or above in the field of Economics, Business, Finance, Social Sciences or other related fields.

Minimum 2 years of proven experience in a CVA programme within an NGO, UN agency, or development organisation.

Knowledge and adherence to data privacy mechanisms.

Field experience and understanding of cash-based programming initiatives.

Proficiency in Microsoft Excel and experience managing data in PDF and spreadsheet formats.

Demonstrated ability to coordinate tasks and deliver under short deadlines.

Fluency in English and Arabic (written and verbal) is required for this position.

Context/ Specific skills, knowledge and experience:

Knowledge of the context in Syria.

Experience in conducting needs assessment, data analysis, report writing, developing weekly/monthly activity plans, monitoring.

Experience of engagement with communities, local leaders, key stakeholders, including with local authorities, I/NGOs,

Experience of a flexible approach to managing and prioritizing a high and diverse workload.

Fluency in Arabic and English is mandatory, both written and verbal

Personal qualities

- Managing resources to optimize results.
- Planning and delivering results
- Managing performance and development
- Empowering and building trust
- Handling insecure environments

We can offer

Duty station: North-West Syria Area Office (NWS) - Idleb

Required Number of employees: 1

Contract: **Fixed-Term Employment Contract 6 months, SHF Project based position with no chance for renewal or extension**

Salary/benefits: Grade 5 of NRC's salary scale ([NRC Grade profile](#))

NRC is an equal opportunity employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, or physical ability.

Candidates who do not provide complete and detailed information in the online application form will not be considered.

The application deadline is 15 Apr 2026.

Learn more about NRC's operations in Syria [here](#).

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.

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](#)

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

https://23109900.webcruiter.no/Main/Recruit/Public/5110437460?link_source_id=0