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## **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.

## **Role Specific Information**

1. Contribute to the timely and accurate drafting of HSS reports as directed by the R&O Coordinator.
2. Participate to collect the technical information to produce the contingency plan and other HSS related documents for Office.
3. Ensure and facilitate that all relevant SCO HSS SOPs are shared with, understood and implemented by all staff.
4. Maintains all relevant movement and communication groups and conducts in country movement tracking;
5. Conduct regular safety check of Country Office premises according to NRC Risk Management Policy and Annexes (Annex 5 and Annex 6).
6. Under the direction of R&O Coordinator provide HSS inductions and briefings to all newly hired staff and visitors, ensure that they understand and comply with all relevant policies;
7. Collects daily safety updates using available sources (UNDSS, INSO etc.) and timely shares with staff via established communication channels.
8. Contribute to the HSS weekly and monthly security reports and all staff briefings.
9. Assist in the production of Rapid Security Risk Assessments (RSRA).
10. Assist in the production of annual Security Risk Assessments (SRA).
11. Contributes to HSS incident reporting and ensures that all required documents are archived properly.
12. Manages HSS stock and ensures that all procurement of needed items is done in timely manner.
13. Conducts monthly checks of First Aid kits and ensures that all required items are in place and/or replenished.
14. Ensure staff attendance of mandatory HSS trainings in coordination with HR and updates AOS HSS training tracker.
15. Regularly update, maintain and share with relevant staff security tree, key mapping and staff home location documents.
16. Training component: successful participation to HSS trainings. Progress and be able to conduct trainings.
17. Perform other HSS related tasks as directed by the R&O Coordinator and R&O Manager.

## **Our Ideal Candidate**

### **professional competencies:**

- Minimum university degree or bachelor degree as requirement.
- Minimum 1 year of related experience in similar field, preferable in similar context (NGO, INGO, Reputable companies).
- Ability to manage and prioritise a varied workload in a rapidly changing security environment.
- Previous experience from working with documents that require verification and control.
- Ability to understand and implement HSS advices.
- Experience in communicating procedures is a plus.
- Fluency in Arabic and English.

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- Good writing skills.
  - Good skills to create high-quality reports and to be able to use Microsoft Word, Excel, and PowerPoint.
  - Keen sense of compliance with policy and procedure.
  - Flexibility to work over the weekends and holidays.
  - Capability of multitasking.

**Behavioral competencies:**

- Handling insecure environments.
- Planning and delivering results.
- Working with people.
- Communicating with impact and respect.
- Coping with change.

**Additional Information**

- Contract period: Till end of 2024, renewable based on the need, availability of fund and satisfactory performance.
- Salary/benefits: According to NRC's salary scale and terms and conditions.
- Duty station: Syria Country Office, Damascus

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

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