

## **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.

The Emergency Response Coordinator (ERC) will provide essential grant management support to ensure high-quality implementation and reporting for NRC's SHF-funded activities. In this role the ERC will streamline coordination between programs and support functions, coordinate with external stakeholders and serve as the primary liaison between the Area and Country offices—working closely with the PMs, APM, SHF PDM and AM.

Duties and responsibilities

### **Generic responsibilities**

- Adherence to NRC policies, guidance and procedures and awareness of NRC global and regional strategies
- Develop and maintain overview of all grant, donor requirements, rules and regulations, and internal and external deadlines;
- Coordinate and lead on the development of donor applications and reports for the AO, as well as ensuring donor compliance and quality control;
- Coordinate the implementation of the SHF emergency response in compliance with contractual commitments (i.e., quality, synergies, timeliness, use of resources);
- Represent NRC in relevant forums/Clusters, including in meetings with local authorities and donors at area level related to the SHF Project;
- Promote the rights of IDPs/returnees in line with the advocacy strategy.

### **Specific responsibilities**

#### **Programme Development:**

- Ensure availability of up-to-date activity progress details.
- Document achievement, progress, gaps and challenges.
- Provide timely reporting as required and requested by the line managers.
- Prepare project detailed workplan and activity plan in close coordination with the CC leads.
- Contribute to the project PCM and ensure proper representation during the GOM, GRM and GCM.
- Closely coordinate with all CCs and cross-thematic areas (including digital approach, advocacy) to maximise on integrated programming and promote timely, coordinated, and principled emergency response;
- Ensure proper documentation and archiving for all project activities, challenges, incidents, etc.

**Programme Management:**

- Overall responsibility for effective and efficient coordination of the SHF project consistent with the project management cycle including reporting to the desired quality and standard at area level.
- Take an active role in coordination and oversight of the project.
- Ensure monitoring, evaluation, and learning data is collected and analysed.
- Ensure that the team at area level are adopting all the Tools and SOPs shared by CO and AO.
- Represent and act as focal point for all the project area activities and coordination.
- Updating the project detailed project plan regularly and flag challenges or constraints

**Logistics, Finance, and Human Resource Management:**

- Ensure timely and accurate coordination for the development of procurement plans, recruitment plans, and spending plans and ensure the same is shared with relevant support colleagues;
- Responsible for coordinating and ensuring timely submission of monthly spending plans and cash forecast to Finance and relevant Procurement Requests to Logistics (including framework agreements);

**Coordination and Representation:**

- Coordinate with the CC PMs and APM for sub-sector reporting, representation and coordination.
- Represent project activities in consultation with the PMs/APM/AM/ PDM with external stakeholders -, government, coordination bodies, and local and international NGOs.
- In line with NRC's standards, ensure communication plans are implemented, stakeholders are informed on NRC's activities, and the organisation is well accepted by communities.

## Qualifications

**Generic professional competencies:**

- At least 3-4 years in a humanitarian programming environment,
- Previous working experience in implementing multi-sectoral programme or coordination experience.
- Technical expertise in one of NRC's Core Competencies (MPCA, Shelter/NFI, WASH, LFS, ICLA & Protection), is added advantage;
- Documented results related to the position's responsibilities;
- Fluency in English, both written and verbal;
- Computer literacy in Microsoft Office, including strong skills in Excel.
- Minimum education requirement: Bachelor degree in a related field.

**Context/ Specific skills, knowledge and experience:**

- Knowledge of the context in Syria;
- Experience in managing budgets and preparing spending plans.
- Reports writing skills.
- Strong leadership skills and a supportive management style;
- Experience of a flexible approach to managing and prioritising a high and diverse workload;
- Proven ability to work effectively across cultures, in sensitive environments and with stakeholders at all levels.

## Personal qualities

- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Handling insecure environment
- Empowering and building trust
- Managing resources to optimize results

## 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 7 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:**

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