

## 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

The purpose of a Team Leader is to manage CC project team in the Area Office under the oversight of the WASH and Shelter Project Manager to lead the day-to-day implementation of Shelter projects.

### Generic responsibilities

1. Management of project staff.
2. Implement plan of action for the portfolio of Shelter projects at area level (activities, timeline, budget allocated to each activity and project documentation).
3. Day to day follow of progress in project implementation.
4. Ensure compliance with NRC policies CC tools, handbooks and guidelines.
5. Ensure that projects target beneficiaries most in need and explore and assess new and better ways to assist.
6. Promote and share ideas for technical improvement.
7. Prepare periodic progress reports and other documents, as requested by the line manager.
8. Ensure capacity building of project staff and transfer key skills.
9. Liaison and collaborate with relevant local authorities and stakeholders.
10. Promote the rights of IDPs/returnees in line with the advocacy strategy.

### Specific responsibilities

**Project Cycle Management (PCM) & Implementation:** As delegated by line-manager (Project Manager), responsible for the successful implementation of all Shelter projects delivered through direct modalities throughout the full project cycle. This includes, but not limited to:-

- Oversee the rollout and implementation of Shelter activities in the project sites.
- Follow up on the procurement process initiated by the line-managed staff, ensuring the quality of the technical documentation related to the procurement.
- Conduct spot checks visits for the assigned activities and follow up on all notes related to the activities generated by the line manager.
- Prepare the Weekly Workplan and Movement plan and make sure that all staff is working according to it.
- Manage Shelter Project Officers by allocating and supervising the workload for all the activities, provide feedback and performance reports, contribute to increase the performance of the team, solve the problems related to target achievement and performance, including planning and justifying need of extra resources.

- Ensure the adequate filing of all the relevant Shelter projects documentation according to the filing tree.

**Capacity Building:** As delegated by line-manager (Project Manager), responsible for supporting the successful capacity building of NRC Shelter staff in relevant competencies. This includes:-

- Ensuring performance management of all line-managed project officers.
- Identification of capacity building needs, planning, and resourcing capacity building initiatives within the framework of the NRC Syria programmatic strategies, tools, and guidelines.

**Project M&E:** As delegated by the line manager (Project Manager), responsible for accurate and high-quality Monitoring and Evaluation of NRC Shelter or related activities, including:-

- Information management and archiving, including the successful monitoring of the construction, distribution, community engagement, etc., processes (technical monitoring of activities).
- Output and outcome monitoring, in line with the NRC MEL tools and guidelines.

**Safe and Inclusive Programming (SIP):** Responsible for supporting protection mainstreaming in all Shelter related activities throughout the project cycle. This includes, but not limited to: -

- Ensuring the safety and dignity of beneficiaries, understanding their diverse needs, enabling meaningful access to NRC's services, ensuring adequate accountability to affected populations and ensuring adequate participation and consultation.
- All project activities should follow the Safe Programming Strategy, tools, and guidelines.
- Ensure the implementation of the SIP action plans and strategies at activity level.

## Our Ideal Candidate

### 1. Professional competencies

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

### Generic competencies for this position:

- Bachelor's degree in related field required (Civil, Water and Environmental Engineering, mechanical engineering, electrical engineering, architecture, or similar).
- Minimum of 2 years of experience from working within technical expertise area in a humanitarian/ recovery context .
- Experience from working within the technical expertise area (Shelter) in a humanitarian/ recovery context.
- Previous experience from working in complex and volatile contexts.
- Fluency in English and Arabic, both written and verbal;

Context/Specific skills, knowledge and experience:

- Experience of working in complex and volatile contexts.
- Proven experience in contributing to community level shelter and settlement interventions, integrating community engagement and technically informed design.
- Experience in staff management, including contingent workers.
- Technical Shelter and Emergency Response expertise.
- Proficient in Microsoft Office Applications, mainly Word and Excel
- Proficient in AutoCAD or any similar Applications for drawing.
- Familiarity with structural design software, GIS and other related software.

## 2. Behavioral competencies

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

- Handling insecure environments
- Managing resources to optimize results
- Empowering and building trust
- Managing performance and development
- Planning and delivering results
- Build meaningful relations
- Empower people
- Deliver results
- Act with integrity

## **Additional Information**

Contract period: Up to end of 2026, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale grade 6 , and terms and conditions

Duty station: Syria, NES, Raqqa

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

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