

## **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. Role and responsibilities**

The role of the HAS Technical Assistant is to provide support and assist in the day to day implementation of the HSS functions and responsibilities. Furthermore, HAS TA ensures that all HSS policies are timely disseminated, understood and followed by the Area Office staff.

### **Generic responsibilities**

1. Adhere to NRC policies, tools, handbooks and guidelines.
2. Assist with the implementation of the HAS portfolio according to plan of action.
3. Ensure proper filing of documents.
4. Promote and share ideas for improvement in the HAS department.
5. Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
6. Report any breaches/concerns, in a confidential manner, through NRC Syria Country Office (SCO) reporting channels.

### **Specific responsibilities**

1. Maintain all relevant Movement Control (MovCon) groups and conduct in country tracking;
2. Prepare daily movement plan reports and ensure that mission briefings and all required documents - mission orders, safe visit plan (SVPs) etc.. are prepared and archived properly;
3. Collect daily safety updates using available sources (UNDSS, INSO) and timely share them with all AOS (Area Office South) staff via established communication channels;
4. Contribute to the HSS weekly and monthly security reports and all staff briefings;
5. Assist in the production of Rapid Security Risk Assessments (RSRA);

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6. Assist in the production of annual Security Risk Assessments (SRA);
  7. Contribute to HSS incident reporting and management;
  8. Ensure staff attendance of mandatory HSS trainings in coordination with HR and update AOS HSS training tracker;
  9. Conduct monthly checks of AO First Aid kits and ensure that all required items are in place and/or replenished;
  10. Conduct vehicle safety inspections;
  11. Manage HSS stock and ensure that all procurement of needed items is done in timely manner;
  12. Regularly update, maintain and share with relevant staff: AO security tree, AO key mapping and staff home location documents;
  13. Perform any other task as instructed by the line manager;
  14. Training component: successful participation to HSS trainings. Progress and be able to conduct trainings.

## Our Ideal Candidate

### Professional competencies

Generic professional competencies:

- Ability to manage and priorities 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 advice.
- Experience in communicating procedures is a plus.
- Fluency in Arabic, intermediate in English, fluency is plus.

Context related skills, knowledge and experience:

- Relevant institution degree. Bachelor degree is a plus.
- Minimum 1 year of related experience in similar field, preferable in similar context (NGO, INGO, Reputable companies).
- Flexibility to work over the weekends and holidays.
- Capability of multitasking
- Experience with Office applications. (MS Excel, Word, and Outlook)

### 2. Behavioural competencies (max 6)

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
- Planning and delivering results

- Working with people
- Communicating with impact and respect
- Coping with change

### **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 4, and terms and conditions

Duty station: Syria, NES, Hasakah

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

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