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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**

This role assumes overall responsibility for the integration of cross-cutting themes of working in partnerships, safe programming and accountability. Additionally, they will guide the development and continuous evolution of effective grant management and support related to project cycle management (PCM), MEL, and partnerships.

The Programme Support Unit, led by the HOPSU, supports with programme quality and development of capacity on cross-cutting and programme support themes, working collaboratively with the core competency specialists, support managers programme and area managers and regional advisers

### **The role will have some of the following responsibilities:**

- Provide programme support input to Country Strategy and Plan of Action
- Development of strategies/ SOPs on cross-cutting themes, community feedback mechanisms, community engagement and accountability, PCM, and M&E, aligned to regional and global priorities and strategies
- Manage performance and staff development of the Programme Support Unit
- Initiate the development and embedding of technical guidance documents/SOPs and tools relevant to the Programme Support Unit
- Support the effective functioning of the Grants Unit, including compliance, programme development and project cycle management processes
- Oversight of key Project Cycle Management (PCM) processes, training and support, and ensure accountability for grant opening and closure meetings at country level.
- Ensure all staff are trained on PCM, safe programming and accountability principles
- Responsible for operational donor communication in coordination with the Grants Manager
- Strengthening accountability to beneficiaries and community engagement approaches through improving M&E processes and efficient functioning of the community helpline and complaints and feedback mechanism
- Responsible for NRC's Syria learning and knowledge development
- Accountable for ensuring mainstreaming of SIP in programme design and implementation in line with NRC Protection Policy and guidelines. Oversee the integration of safe and inclusive programming minimum standards into routines, and development and roll-out of CO annual action plan and self-assessment tool
- Support the Safe and Inclusive Programming Advisor to maintain and develop internal and external referral mechanisms
- Oversee the Partnerships Manager on delivering the Partnership Strategy portfolio through creation of partnership management processes and approaches
- Contribute to lessons learnt and evidence-based programming in a systematic manner

### **Our Ideal Candidate**

1. University degree in Project Management, Development Studies, Social science, or the equivalent.
2. Experience working in complex and volatile contexts.
3. Minimum 4 years' experience in a senior humanitarian position, with line management and responsibility for programme.
4. Experience of leading tasks and processes successfully, managing and prioritizing a high and diverse workload.
5. Experience in MEL systems and approaches, and protection & accountability mechanisms and frameworks.
6. Experience of working on, coordinating or leading partnership implementation.
7. Ability to drive and inspire the PSU to achieve set goals.
8. Fluency in English, both written and verbal.

### **Additional Information**

Contract period: 12 months, renewable based on NRC fund and performance.

Deadline: 19 July 2026

Salary/benefits: G10 According to NRC's salary scale and terms and conditions

Duty station: Damascus, Country Office

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

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