
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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idlib, Hassakeh, Qamishli and Raqqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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

- Forum Accountability linkage: Provide structured secretariat support to PAWG (documentation, follow up), aligned with governance oversight (Forum Board) and leadership direction (Forum Director).
- Act as the day-to-day focal point for the Forum's advocacy and policy work
- Provide secretariat functions to the PAWG (agenda setting, meeting facilitation, documentation, follow-up)
- Manage PAWG membership and stakeholder contact lists, ensuring accuracy and accessibility
- In close coordination with PAWG Advisory Group, lead the drafting and implementation of the Forum's policy and advocacy strategy and annual workplan.
- Facilitate coordination and build consensus among members to reach common positions around key issues.
- Support donor reporting and proposal development
- Work closely with Forum technical working groups and taskforce (if relevant) to ensure positions are coordinated and the team is informed.
- Engage and support data collection to canvass NGO opinions and experiences on enabling environment issues.

Please download the detailed [job description](#) to learn more about the position.

Our Ideal Candidate

- Advanced university degree in a relevant field (Postgraduate degree required for Syria NGO Forum PAM).
- Minimum 7 years of professional experience in humanitarian, development, human rights, or related policy fields; previous experience in Syria or similar complex humanitarian contexts; familiarity with NGO Forum structures and collective advocacy platforms.
- Relevant experience in policy analysis, advocacy strategic planning, communications, research, media, data gathering, and/or information management; demonstrated experience in humanitarian advocacy including drafting high quality advocacy materials.
- Demonstrated capacity to develop and implement advocacy strategies, including protection, operational space, access negotiations, and nexus issues.
Familiarity with humanitarian response architecture and coordination mechanisms (including humanitarian reform and funding mechanisms).

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- Fluency in English (written and spoken); strong writing and editing skills (working knowledge of English required for Syria NGO Forum).
 - Knowledge of Arabic (written and spoken) is mandatory.
Country/Regional knowledge or experience working in Syria/Middle East. In-depth knowledge of the Syria context and the humanitarian response in the country is highly desirable.
 - Ability to adapt to an evolving and complex humanitarian context; capacity to remain impartial, uphold humanitarian principles, maintain integrity, and avoid pursuing organizational/personal agendas when coordinating/facilitating discussions.
 - Ability to work and plan at both operational and strategic levels; facilitate discussions, negotiate compromise, and reach agreements; coordinate diverse stakeholders, build consensus, and facilitate large meetings; familiarity with policymaking processes.
 - Networking & Influence: Exceptional networking skills and strong experience working with/influencing donors, UN, government, and other stakeholders.
Proven experience in drafting policy/position papers, statements and press releases.
 - Advocacy-Comms Nexus: Strong understanding of the interlink between advocacy and communication messaging.
 - Localization: Experience in localization and working with local CSOs.
 - Access & Principles: Experience in advocacy for humanitarian access and principled humanitarian response (desirable).
 - Recovery & HDP Linkages: Experience in recovery settings and understanding humanitarian–development–peace linkages (highly desirable).
 - Excellent computer skills: experience with web design/maintenance and/or graphic design/layout is a plus.

Additional Information

- Duty station: Country Office - Damascus
- Contract: Till the end of Dec 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 9 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered**.
- The application deadline is **6 April 2026**.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5103958660?link_source_id=0