
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, Idleb, Hassakeh, Qamishli and Raqqa

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

The purpose of the ICLA Technical Assistant position is to support the effective implementation of activities, in accordance with project documents and relevant NRC and donor guidelines

What you will do

Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines.
2. Implement delegated ICLA project portfolio according to plan of action.
3. Prepare and develop status reports as required by management.
4. Ensure proper filing of documents.
5. Ensure that projects target beneficiaries most in need and explore and assess new and better ways to assist.
6. Maintain a strong gender, age and disability mainstreaming perspective in activity design, especially empowerment of women through capacity building and training
7. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
8. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed confidentially and sensitively.

What you will bring

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

1- Generic professional competencies:

- Experience of working as a Project Assistant in a humanitarian/recovery context.
- Experience of working as a practicing lawyer.
- Strong communication, interpersonal, analytical and negotiation skills.
- Ability to prioritise responsibilities, carry out multiple tasks simultaneously, and meet deadlines.
- Fluency in Arabic, English preferred.

Context/ Specific skills, knowledge and experience:

- A university degree in Law.
- At least 2 years of experience in the humanitarian sector, with national or international NGOs on legal aid projects.
- At least 2 years' experience with legal representation in civil law matters in Syrian courts, including familiarity with housing, land and property and civil documentation issues, laws, procedures and practices operative in Syria preferred.
- At least 2 years' experience in delivering awareness-raising sessions, and/or the provision of one-on-one counselling and referral services to vulnerable beneficiaries preferred.
- Proven skills and experience in case management and referral mechanisms.

- Advanced computer skills, especially in Word, Excel, PowerPoint and Outlook.

Personal Qualities:

- Diplomatic;
- Ability to work under pressure and with limited supervision in a challenging environment;
- Pro-active, goal-oriented and results-driven;
- Flexible and creative
- Excellent communication skills

2- Behavioral competencies

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

- Handling insecure environments.
- Coping with change.
- Planning and delivering results.
- Working with people.
- Communicating with impact and respect
- Analyzing

What we offer:

- Duty station: **Damascus / or Quneitra**, Syria.
- Contract: Project-Based **until the end of August 2027**, non-renewable
- Travel: 90% local travel within the south of Syria
- Salary/benefits: Grade 4 on NRC's national salary scale
- NRC is an equal opportunities employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, and physical ability.
- We think outside the box, encourage ideas, and give responsibility to all employees at all levels. You will have many opportunities to be heard and take the initiative.

IMPORTANT Considerations:

- This position is open to **Internal and External candidates**.
- Application deadline is **31 August 2026**.
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

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

https://23109900.webcruiter.no/Main/Recruit/Public/5170115227?link_source_id=0