



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

- Provide strategic input to ensure that administration policies and practices are harmonized with NRC global initiatives and international standards.
- Provide qualitative and quantitative analysis of administrative activities and provide recommendations to management on improvements and way forward.
- Drive cost reduction analysis and recommend cost savings and efficient use of NRC resources.
- Oversee the process of liaising with property owners for NRC premises management and maintenance.
- Ensure proper weekly and monthly consolidation of payments and purchases with finance department in a manner that supports end of month closure and grant consolidation.
- Provide support and coordinate audit requests over administrative matters. Provide supporting documents and act upon findings as needed.
- Coordinate with relevant partners, suppliers, authorities, brokers, lawyers, and other relevant parties in direct coordination with the line manager.
- Responsible for office and guesthouses administration management and implementing of office policies, ensuring NRC office and accommodation protocols are adhered to and ensure the most cost efficiency and proper and timely maintenance in all buildings.
- Manage the whole travel process (local and international), making all logistical arrangements and ensuring that NRC travel policies are up to date and clear.
- Maintain a filing system for all administrative documents in NRC's Filing Tree and in line with SSD.
- Supervision and management of administration assistant and service staff ensuring performance is monitored and regular feedback and support is given.
- Capacity building for all admin teams at all levels.
- Lead on all NRC Country Office events management and all preparations in coordination with logistics and other departments if needed.
- Accountable to ensure an adequate supply of stationery and supplies for NRC offices and guesthouses and the management of the office consumables with proper use of stock cards.

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- Prepare correspondence to third parties regarding admin matters, ensure delivery and proper filing.
 - Any other task as required by the line manager.

Our Ideal Candidate

1. Minimum 3 years of experience from working in Administration in a humanitarian/ recovery context
2. Bachelor's degree in business administration, Management, or related field
3. Fluency in English, both written and verbal.
4. Previous experience in performing in complex and volatile contexts.
5. Documented results related to the position's responsibilities
6. Knowledge about own leadership/profile

Additional Information

- Duty station: Country Office - Damascus
- Contract: Till the end of Dec 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 6 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 **20 Aug 2026**.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5161290406?link_source_id=0