



Norwegian Church Aid (NCA) is a Norwegian registered non-governmental organization that was founded in 1947 with its headquarter in Oslo, Norway. NCA, being one of the largest aid organizations in the Nordic region, works in more than 30 countries globally with both emergency and development programs to provide assistance to people in need.

NCA works in several sectors, including water, sanitation and hygiene (WASH), gender-based violence prevention, livelihoods and food security, and cash assistance. As an organization, NCA is committed to serve people in need regardless of their religious beliefs, ethnic background, or political affiliation.

**Role and responsibilities:**

The Safety and Access Coordinator will lead the implementation of NCA's Safety Risk Management System (SRM) in Syria, ensuring staff safety, secure program delivery, and effective humanitarian access. The role combines country-level coordination and advisory functions with hands-on operational implementation, including training delivery, field support, and incident management.

**Key Responsibilities**

- Lead and implement the Safety Risk Management System (SRM) across NCA's operations in Syria, in close coordination with the Regional Safety Advisor, ensuring consistency while directly supporting operational implementation where required.
- Monitor and analyze the security and access context, conduct trend and forward-looking risk analyses, and translate these into practical, field-level mitigation measures.
- Oversee and ensure compliance with movement authorization and tracking systems, including review and validation of pre-travel risk assessments, and provide hands-on guidance to staff during planning and field movements.
- Coordinate the development, review, quality assurance, and practical rollout of safety policies, procedures, tools, and protocols, adapting them based on operational lessons learned.
- Plan, coordinate, and directly deliver safety and security trainings for staff and partners (e.g. first aid, safe driving, digital security), including support to Training-of-Trainers approaches, with structured follow-up and monitoring.
- Support humanitarian access through engagement with relevant authorities, community leaders, and stakeholders, including access negotiations and operational access support when required.
- Regularly brief and advise the Area Director and Senior Management Team on safety, access, and contextual developments, including clear recommendations to inform decision-making.
- Act as the country-level Safety Lead for crisis and incident management, including active participation in CMT/IMT structures, incident response, documentation, and follow-up.
- Conduct regular field visits to assess the effectiveness of mitigation measures, validate risk assessments, provide on-the-job coaching, and strengthen contextual analysis and access strategies.
- Represent NCA in relevant safety and access coordination forums and inter-agency networks.



**Context-related skills, knowledge, and experience:**

- Bachelor's degree in a relevant field (Master's degree or equivalent experience is an asset).
- Minimum of 5–7 years of progressive experience in safety and access management in high-risk or complex environments.
- Demonstrated experience in coordinating safety systems and delivering operational safety support, including training and field-based risk mitigation.
- Strong knowledge of security risk assessment methodologies, incident management, and safety protocols.
- Excellent communication, coordination, and interpersonal skills, with the ability to engage diverse stakeholders at operational and strategic levels.
- Strong analytical and decision-making skills in fast-paced and volatile contexts.
- Written and spoken fluency in Arabic and English.
- High level of resilience, leadership, and ability to operate independently and hands-on in challenging environments.
- Strong IT skills, including digital security risk awareness, and excellent knowledge of Office 365.
- Experience with national or international NGOs/INGOs is required.

**Additional Information:**

- Contract type: Full-time
- Duration: 6 months, with renewal subject to performance and funding availability
- Salary: According to NCA's salary scale
- Duty station: Damascus with regular field trips
- Application deadline is on 30, April 2026

**To apply for this vacancy, please go through the following link:**

<https://ncaco.recman.page/job/474829>