

## **Project Assistant - Media Program (Syria, Damascus)**

### **Terms of Reference**

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#### **About Search**

Search for Common Ground (Search) is an international non-governmental organisation working to transform the way societies deal with conflict. Search works with communities, civil society, media, institutions and other stakeholders to support collaborative approaches to conflict prevention and peacebuilding.

In Syria, Search implements programmes focused on peacebuilding, media, information integrity, conflict-sensitive communication and community resilience. The Trusted Networks project works with Syrian media actors, civil society organisations, Digital Community Stewards and technical partners to strengthen coordination, improve understanding of harmful online narratives, and support responsible and locally grounded responses.

For more information, visit [www.sfcg.org](http://www.sfcg.org)

#### **Position Summary**

Search is seeking a Project Assistant to support the implementation of the Media project activities across Syria.

The Project Assistant will provide day-to-day administrative, logistical and programme support to the Project Manager and Senior Project Officer. The role will help ensure that project activities are well organised, required documentation is complete and accessible, participants and stakeholders receive timely information, and routine administrative follow-up is completed in coordination with the relevant Search teams.

The position will support activities involving , media and civil society actors, training, workshops, coordination meetings and other project events. The Project Assistant will also support the maintenance of project records, participant and stakeholder databases, activity evidence and internal tracking tools.

#### **Key Responsibilities**

##### **1. Project Activity and Logistics Support**

- Support the preparation and organisation of project activities, including training, workshops, meetings, and project activities approvals.
- Assist with participant invitations, confirmations, follow ups and logistical information.
- Maintain participant registration and attendance records.

- Support practical arrangements for venues, transportation, catering, equipment, and other activity requirements in coordination with the Senior Project Officer and relevant Operations colleagues.
- Prepare and organise agendas, participant lists, attendance sheets, feedback forms and other standard activity documentation.
- Support registration and participant coordination during in-person and online activities.
- Take concise meeting notes and record agreed action points when requested.
- Organise activity documentation and supporting evidence following completion of each activity.

## **2. Participant and Stakeholder Administration**

- Maintain updated contact lists and records for project participants, media actors, civil society representatives, trainers and other relevant stakeholders.
- Support routine communication with participants concerning activity dates, attendance, logistics, documentation and follow-up information.
- Follow up on administrative information or documents required from participants, trainers and service providers.
- Support the organisation and scheduling of meetings with project partners and stakeholders.
- Maintain accurate records of participant engagement and activity participation.
- Support project team with submission of the project and activities approvals and other local administrative requirements.

## **3. Project Documentation and Information Management**

- Maintain organised electronic project files in line with Search's filing and documentation procedures.
- Keep participant lists, contact databases, activity trackers and administrative follow-up tools up to date.
- Support the collection and organisation of documents and evidence required for project records and reporting.
- Assist with basic data entry, organisation and consolidation where required.
- Maintain records of activities, attendance, outputs and relevant supporting documentation.
- Support the MEAL team with the organisation of attendance records, participant feedback, assessments and other routine monitoring information.
- Ensure that project documents are stored according Search internal policies.

## **4. Administrative, Procurement and Payment Support**

- Support the preparation and collection of documents required for activity-related procurement and payment processes.
- Collect and organise invoices, receipts, participant documentation, attendance records, payment forms and other required supporting documents.

- Check documentation for basic completeness before submission to the relevant Search team.
- Follow up on missing administrative documents with participants, trainers or service providers as requested.
- Support the Senior Project Officer and Project Manager in keeping track of outstanding administrative requirements and deadlines.
- Coordinate with Finance, Procurement and Operations colleagues on routine administrative follow-up as directed by the project team.

## **5. Planning and Reporting Support**

- Support the Project Manager and Senior Project Officer in maintaining activity calendars, implementation trackers and routine follow-up lists.
- Keep an updated calendar of project activities, meetings and key internal deadlines.
- Compile activity documentation and supporting evidence for use by the project team in internal and donor reporting.
- Assist with the preparation and formatting of meeting materials, presentations, activity summaries and briefing documents.
- Support the organisation of project information requested by the Project Manager or Senior Project Officer.
- Support information sharing and communication products development across the teams and also outside of the organization.

## **6. Compliance, Safeguarding and Do No Harm**

- Follow Search policies and procedures relating to administration, procurement, finance, safeguarding, data protection and programme implementation.
- Maintain confidentiality when handling participant, partner or project information.
- Handle participant information and activity documentation in accordance with safeguarding, informed-consent and data-protection requirements.
- Promptly raise any safeguarding, confidentiality or operational concern through the appropriate internal channels.
- Support inclusive, conflict-sensitive and gender-sensitive implementation of project activities.
- Ensure that photos, participant information and other activity evidence are collected and stored only in accordance with the relevant consent and internal requirements.

Remain alert and responsive to any safeguarding risks, acquire relevant knowledge and skills which will enable promoting strong safeguarding practices, understanding safeguarding policy and procedures.

## Working Relationships

The Project Assistant will work under the supervision of the Project Manager, with close day-to-day coordination with the Senior Project Officer.

The position will also work regularly with:

- Finance, Procurement and Operations teams;
- MEAL colleagues;
- project participants and trainers;
- Digital Community Stewards;

## Required Qualifications and Experience

- Bachelor's degree in Business Administration, Project Management, Media, Communications, Social Sciences or another relevant field - advanced degree is a plus.
- Minimum 2 years of experience in project support, programme administration, coordination or a related role, preferably within an INGO, civil society organisation or development programme.
- Good organisational skills and attention to detail.
- Ability to maintain accurate records and manage several routine tasks and deadlines simultaneously.
- Good interpersonal and communication skills and the ability to work professionally with different participants and stakeholders.
- Good working knowledge of Microsoft Office, particularly Word, Excel, PowerPoint and Outlook.
- Experience using spreadsheets, online forms, shared drives or simple project-tracking tools is an advantage.
- Fluency in Arabic and a working level of English sufficient for routine project communication and documentation.
- Ability to work effectively as part of a team and follow guidance from senior project staff.
- Commitment to Search's peacebuilding principles, safeguarding standards, confidentiality and Do No Harm approach.

## Working Conditions / other details:

- The position is based in Damascus, Syria.
- The role may require attendance at project activities and occasional local travel, depending on operational needs and security conditions.
- The Project Assistant is expected to follow all Search safety and security procedures.
- Consultancy contract (until organization registration is finalized)
- Additional benefits: laptop, phone, travel expenses covered outside of the duty station, training opportunity
- Contract period: Till 31 March 2027 (renewed based on budget availability)

### **SFCG Competencies - Assistant Level:**

- Engages effectively with collaborators and team members.
- Builds relationships. May participate in external meetings.
- Relates well to colleagues and to all levels of managers; works cooperatively and effectively across teams.
- Participates in active listening and is receptive to learning.
- With close supervision and direction from the supervisor, researches and compiles materials for team documents, briefing materials, and presentations.
- Appreciates multicultural teamwork
- Has knowledge of and respect for the organization's values and norms.
- Obtains essential information for a task or project.
- Organizes information or materials for others
- Is resourceful and uses Search's technology to support efficiency for self and team members

### **How to apply:**

To apply, interested candidates are requested to send their CVs to the following organization job portal:

<https://sfrgorg.rec.pro.ukg.net/SEA1506SFCG/JobBoard/4cbb4f6e-0c88-42f6-86d6-6570baa7090b/OpportunityDetail?opportunityId=55055ca8-0008-4c97-8277-b0ee55d1d1a7>

### **How to Apply:**

Interested candidates should submit:

- CV (with mentioning country base mentioned)
- Brief motivation letter outlining their suitability for the assignment