
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 this position is to assist in the day to day implementation of the finance function's responsibility.

Role and responsibilities

The Humanitarian Access and Safety (HAS) Coordinator is a key technical resource on safety and security, crisis management, and access at the area level. This role contributes to managing safety and security risks, building capacity, implementing Duty of Care (in direct coordination with People and Organisation), developing humanitarian access strategies, and facilitating principled humanitarian programming. The HAS Coordinator reports directly to the Area Manager and is technically overseen by the HAS Manager. This position is a core member of the Area Management Group.

Qualifications

Generic professional competencies:

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function
6. Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
7. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.

Personal qualities

Generic Professional Competencies

- At Least 2 years' experience in a finance role as Accountant, Cashier, Finance Assistant.
- Bachelor Degree in Accounting, Business and Administration or finance-related fields.
- Proficiency in Arabic. Good level of English written and spoken.

Context related skills, knowledge and experience:

- Good Excel Skills.
- Knowledge of any accounting system will be an asset.

Behavioural competencies:

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

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

What we offer:

- Duty station: Homs, Syria.
- Contract: Fixed Term
- 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:

- Application deadline is **12 September 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/5173704196?link_source_id=0