

Humanitarian Mine Action Team Leader

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home. The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced. All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to life-saving humanitarian needs and supporting community recovery until durable solutions can be achieved. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action). With an established rapid response mechanism, DRC can rapidly respond to emerging crises and shocks to meet acute emergency needs. Recognizing the significant need for early recovery and resilience programming to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a durable solution of their choice. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a cross-border, regional response to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

Overall purpose of the role: The overall role of the NTS/EORE team leader is to lead, manage, and ensure the safe, effective, and high-quality implementation of all Non-Technical Survey (NTS) and

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APPLY FOR POSITION

Application due:
11/10/2026

Workplace:
Damascus

Department/Country:
Syria

Contract type:
National contract

Homepage:
drc.ngo

ABOUT DRC

Explosive Ordnance Risk Education (EORE) activities within an assigned area of operations. The Team Leader is responsible for direct team supervision, field data collection and validation, community liaison, and reporting in accordance with national and international standards (IMAS, NMAS).

Key Responsibilities and Accountabilities:

A. Team leadership and management

- Lead, mentor, and supervise the NTS/EORE team
- Develop weekly/monthly work plans and task allocations for the team in coordination with the EORE/NTS Manager and Operations Manager.
- Conduct regular team meetings and briefings/debriefings.
- Manage team logistics, including movement planning, equipment, and materials.
- Ensure the team's adherence to SOPs
- Identify team training needs and facilitate capacity building
- Plan and monitor team members leave. Review and authorize leave applications submitted by team members on Dynamics.
- Manage and monitor the welfare of team members. Manage team members' performance and conduct written performance reviews in accordance with DRC HR procedures and timelines.
- Provide any other required administrative supervision of team members.
- In consultation with the EORE/NTS Manager introduce Performance Improvement Plans for underperforming staff members and if required undertake disciplinary procedures to address further underperformance or misconduct issues.
- Monitor and record team members' attendance, ensuring accountability and adherence to work schedules.

B. Technical Implementation & Quality Assurance

- NTS: Plan, coordinate, and personally conduct NTS and EORE activities to identify, define, and record hazardous areas (SHAs, CHAs, Spot tasks), using tools such as GPS, Range finder, tablets, and NTS forms.
- NTS: Analyze collected data (including from Key Informants, community interviews, and observation) to recommend accurate, evidence-based boundaries for Hazardous Areas.
- EORE: Oversee the design, scheduling, and delivery of EORE sessions to at-risk groups using appropriate, context-specific methodologies.
- EORE: Ensure EORE messages are tailored to the audience and culturally sensitive, and that monitoring and impact evaluation tools are used effectively.
- Quality: Conduct daily quality control checks on all team outputs, including survey reports, EORE registers, maps, and photos.
- Standards: Make sure all activities comply with IMAS, National Mine Action Standards (NMAS), and organizational SOPs.
- Obtain all appropriate prior surveys from UNMAS/HMA Operators/Local Government/Police/Military in area of operation.
- Be aware of security alerts and evacuation routes in case of security collapse in area. Maintain an evacuation plan.
- Responsible for overall communications within team staff on site and during travel via VHF, Satellite Phone or via other means of communication as per DRC HDP communication SOP.
- Provide an on-time report to operations room, including team departures/arrivals/checkpoints during travel/team activity daily start and end times/accidents and incidents/medical evacuation drills to be recorded in team comms logbook.
- Provide daily safety briefs to the team members prior to the start of daily operational activities.
- Prepare, maintain and control necessary stores/equipment for the team and have an equipment list on site.
- Report faulty/damaged clearance equipment to the OO/HMA TL
- C. Reporting & Information Management
- Compile, verify, and submit accurate and timely daily/weekly/monthly reports on NTS and EORE activities.
- Maintain meticulous records of team activities, including attendance, beneficiary data, and equipment logs.
- Use and manage digital data collection platforms for field data entry and transfer
- D. Liaison, Coordination & Representation
- Serve as the primary field-level point of contact for local authorities, community leaders, and other NGOs/agencies in the area of operations.
- Coordinate team activities with other mine action actors (e.g., clearance teams) to ensure operational synergy.
- Represent the organization professionally in community meetings.
- Foster strong community acceptance and support for project activities
- Undertake any other tasks as ordered by the Operation Officer/HDP Team leader in the area.

Experience and technical competencies:

- Background expertise in humanitarian mine action including past conduct of non-technical survey.
- Previous expertise as HMA team leader.
- 1-year EORE experience.
- Desirable IMAS-level 3 qualifications.
- Good communication and report writing skills.
- Proficient in MS Windows, Word, MS and Excel.

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

Education:

- Secondary education
- Team leader course certificate
- Basic management course
- NTS course certificate (required)
- EORE facilitator certificate (desired)

Languages:

- English
- Arabic

In this position, you are expected to demonstrate DRC' five core competencies:

- **Striving for excellence**: You focus on reaching results while ensuring an efficient process.
- **Collaborating**: You involve relevant parties and encourage feedback.
- **Taking the lead**: You take ownership and initiative while aiming for innovation.
- **Communicating**: You listen and speak effectively and honestly.
- **Demonstrating integrity**: You act in line with our vision and values.

We offer:

- **Contract length**: 1 Year (Extension based on performance and funds)
- **Salary Level**: G (in accordance with the DRC's salary scale)
- **Location**: Rural Damascus
- **Expected Start Date:** As soon as possible

Application process

Interested? Then apply for this position here: Talentech - Humanitarian Mine Action Team leader - Application Form

All applicants must send a cover letter and an updated CV (no longer than four pages) **in English**. Both must be in the same language as this vacancy note. **CV only applications will not be considered.**

Applications closes on **10 November 2026**

NOTE: Due to the urgency to fill this position, the applications will be reviewed on a rolling basis.

Need further information? For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer
By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.

About DRC

DRC Dansk Flygtningehjælp

03:07

Apply for position