

Position Title	Field Team Leader
Location/department	Damascus
Responsible to	Program Manager
Direct Supervision of	Volunteers
Background:	<p>Mission East is a Danish international relief and development organization working in crisis-affected countries in the former Soviet Union, the Middle East, Asia and Africa. Founded in 1991 and based on Christian values, we deliver emergency relief during disasters as well as long-term development assistance. Mission East works to support vulnerable people and help local communities lift themselves out of poverty and marginalization. We work directly with our beneficiaries or through local and international partners. We constantly strive to strengthen the relevance, effectiveness, and sustainability of our programmes. More information on Mission East can be found at: https://missioneast.org</p> <p>Mission East has been engaged in humanitarian and development work in Lebanon and Syria through partners since 2019. To date, these interventions have centered around food security, livelihood recovery, protection, and emergency response. Mission East obtained independent registration in Syria in 2022 and has since set up an office in Damascus.</p>
Main duties and responsibilities	<p style="text-align: center;">The main responsibilities</p> <p>Team Leadership and Supervision:</p> <ul style="list-style-type: none"> • Supervise, guide, and support volunteers during field activities. • Develop and organize volunteers’ work schedules and deployment plans. • Conduct regular briefings and debriefings with volunteers. • Monitor volunteers’ performance and provide constructive feedback. • Promote teamwork, accountability, and professional conduct among volunteers. • Ensure volunteers understand project objectives, methodologies, and expected standards. <p>Project Implementation</p> <ul style="list-style-type: none"> • Coordinate and oversee implementation of project activities in targeted locations. • Ensure activities are implemented according to approved work plans and project targets. • Support implementation of livelihood, protection, awareness-raising, assessments, distributions, and other project activities. • Ensure beneficiary selection and project activities comply with approved criteria and procedures. • Identify implementation challenges and propose practical solutions. <p>Community Engagement</p> <ul style="list-style-type: none"> • Maintain positive relationships with community leaders, beneficiaries, and local stakeholders. • Facilitate communication between project teams and communities. • Collect community feedback, complaints, and suggestions. • Ensure accountability and safeguarding principles are applied during implementation. <p>Monitoring, Data Collection and Reporting</p> <ul style="list-style-type: none"> • Supervise data collection activities conducted by volunteers. • Verify accuracy and quality of collected data before submission. • Support surveys, assessments, monitoring visits, and post-distribution monitoring activities. • Prepare daily, weekly, and monthly field reports. <p>Compliance and Quality Assurance</p> <ul style="list-style-type: none"> • Ensure adherence to Mission East policies, donor requirements, and humanitarian standards. • Ensure compliance with Protection, PSEA, Safeguarding, and Code of Conduct policies. • Monitor quality of field activities and recommend improvements where necessary. • Report any incidents, risks, or protection concerns immediately to management. <p>Other Duties</p> <ul style="list-style-type: none"> • Participate in project meetings, trainings, and workshops as required.

	<ul style="list-style-type: none"> • Support coordination with local authorities and community representatives when requested. • Perform any other duties assigned by the Program Manager.
<p>Selection Requirements</p>	<p>Education</p> <ul style="list-style-type: none"> • University degree or diploma in Social Sciences, Business Administration, Development Studies, Education, Agriculture, Economics, or a related field. <p>Relevant field experience</p> <p>Experience</p> <ul style="list-style-type: none"> • Minimum 3 years of experience with NGOs, INGOs, or humanitarian organizations. • At least 2 years of experience supervising volunteers, community mobilizers, or field teams. • Experience in Food Security and Livelihoods (FSL), Protection, Emergency Response, Community Development, or related sectors. • Experience in community engagement, field coordination, and reporting. <p>Skills and Competencies</p> <ul style="list-style-type: none"> • Strong leadership and team management skills. • Excellent communication and interpersonal skills. • Strong organizational and coordination abilities. • Ability to manage multiple tasks and meet deadlines. • Experience using Kobo, ODK, or other data collection platforms. • Good report writing and documentation skills. • Good in Microsoft Office (Word, Excel, PowerPoint, Outlook). • Ability to work under pressure and in challenging environments. • Problem-solving and decision-making skills. <p>Languages</p> <ul style="list-style-type: none"> • Arabic: Fluent. • English: Good working knowledge preferred. <p>Core Competencies</p> <ul style="list-style-type: none"> • Integrity and Accountability • Teamwork and Collaboration • Respect for Diversity • Community Engagement • Planning and Organizing • Results Orientation • Adaptability and Flexibility • Leadership and Coaching
<p>How to Apply</p>	<p>Interested candidates are invited to submit their application through the following link: [BambooHR]</p> <p>Please ensure that all required information and documents are completed and uploaded before submitting the application. Incomplete applications may not be considered.</p> <p>The deadline for submission is [12/07/2026 at 17:00]. Only shortlisted candidates will be contacted</p>