

Liaison Officer – Damascus

The liaison officer enables WHH to communicate and to collaborate on projects and to coordinate our activities by functioning as the official point of contact. The liaison officer acquires all needed permissions, authorizations and approvals from local authorities so that WHH is enabled to implement its program in line with donor contracts and WHH policies.

The position is to be filled by Sep 2026

The employment/service location will be Damascus/Syria.

The position is paid according to SG6 (1440 USD)

Your Responsibilities

- Establishing & maintaining good relationships with relevant governorate authorities as well as with district authorities,
- Communities & tribal leaders in order to allow WHH operations to take place smoothly in regard to context and strategy of the mission.
- Creating, developing and maintaining a liaison network.
- Context analysis: Facilitating smooth implementation through an informed, conflict sensitive approach, ensuring key persons are well informed on internal and external security and reputational matters.
- Keeping a complete and updated detailed list of all useful contacts in Damascus and the project regions with names, telephones, addresses and other relevant details. Arrange meetings with different authorities in relation to access and administration issues for the field offices. Provide translation/interpretation during meetings.
- Contributing to strategy development and program design regarding ensuring contextual matters adequately considered.
- Providing regular context analysis and reports of changes in the operational environment.
- Identifying and evaluate main Syrian governmental actors for all Syria projects
- Defining and documenting the specific liaison strategy for each project. Collaborating and coordinating with local authorities to maintain community acceptance and facilitate the requested permissions to implement our activities.
- Preparing MoUs, draft and track permission letters.

- Facilitating visa and work permits for international personnel of WHH and program related visitors.
- Advising and supporting the CO on governmental policies and update on changes in policies and regulations.
- Representing WHH in meetings with government departments and INGO level fora/platforms and if needed with other stakeholders.
- Sharing relevant information with authorities regarding planning, implementation and monitoring of projects.
- Informing WHH staff about behavior that will not comply with WHH policies and code of conduct.
- Traveling to field offices when necessary and support field staff in carrying out their responsibilities.
- Advising on the suitability of external communication materials.
- Supporting field staff in following WHH visibility rules.
- Supporting the CO regarding the crisis management system including simulation exercises.
- Archiving all communications with local authorities and official administrative documents obtained in the name of WHH (registration forms, lodging forms, requests, travel permits, official documents, etc.)
- In coordination with the logistics department, ensuring preparation of the movement plans for teams and vehicles. The positions should be proactive in resolving any blocking issue preventing WHH from obtaining any documents needed to ensure safe and coordinated access to the field, operations and movements of WHH staff.

How To Apply :

- Please send your application/CV in ENGLISH LANGUAGE via our online recruiting system by Sep 17, 2026
- Only applications submitted via the organization's system will be considered for review.
- Only short-listed candidates will be contacted. Welthungerhilfe reserves the right to fill in the position before the deadline due to urgency.

WHH Application Link : [Liaison Officer – Damascus](#)