
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. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes 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

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

Program Development:

1. Lead the planning, implementation and quality control shelter project activities under the area office and provide input for program development in collaboration with the Shelter Specialist.
2. Lead on Shelter assessments in the Area and support multi-sectoral assessments and contribute to evidence and area-based programming and advocacy efforts.
3. Ensure all relevant stakeholders are included and consulted in the planning and implementation of the sector projects as appropriate.
4. Responsible for developing plans and budgets for new projects/extensions of projects in conjunction with the relevant team, both programme and support staff, as delegated by the Area Programme Manager.
5. Contribute to the design and development of project concepts that incorporate integration with other CCs, community-based solutions, community engagement and participation, and environmental safeguards.
6. Support multi-sectoral emergency preparedness and response as required by the context and management.
7. Closely coordinate with all CCs in the Area Office to ensure integrated programming.

Project Cycle Management (PCM) and Implementation

1. Achieve Shelter project targets as per donor log-frames and budgets; develop and execute work, spending, procurement, M&E plans, and Shelter technical assessments.
2. Manage shelter project budgets at the area level, maintain appropriate burn rates, and address over/under expenditure.
3. Deliver high-quality Shelter projects in line with NRC strategies and tools, ensuring Value for Money, compliance with global/local standards and HLP requirements, meaningful community consultation, needs-based targeting, and integration with other Core Competencies.
4. Ensure technical compliance of all shelter designs, BoQs, and specifications with national engineering standards (where applicable) and Sphere standards.

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5. Mainstream Safe and Inclusive Programming (SIP)/ protection throughout the project cycle, including safety, dignity, access, accountability, participation, and human rights, in line with NRC's Protection Strategy.
 6. Oversee M&E and information management for area-level shelter activities, including process/output/outcome monitoring, GORS validation, donor and inter-agency reporting (e.g., 4Ws), and compliance with M&E strategy.
 7. Represent shelter at Project Cycle Management meetings.

Logistics, Finance, and Human Resource Management:

1. Ensure compliance with the appropriate Financial and Logistical NRC systems/ procedures within the shelter team (including supply chain management).
2. Ensure timely and accurate development of procurement plans, recruitment plans, and spending plans per project and ensure they are shared with relevant support colleagues.
3. Responsible for ensuring timely submission of monthly CC-specific spending plans to Finance and relevant Procurement Requests to Logistics.
4. Establish and oversee a technical quality control mechanism (e.g., site supervision checklists, third-party monitoring where feasible).
5. Responsible for the successful capacity building of shelter staff in relevant competencies. This includes – but is not limited to – performance management and planning and resourcing capacity building initiatives within the framework of NRC strategies, tools and guidelines.
6. Responsible for ensuring recruitment and line management is conducted in accordance with the relevant NRC policies and procedures.

Coordination and Representation:

1. Participate in relevant coordination mechanisms with donors, authorities and subsectors as delegated from the Area Program Manager.
2. In line with NRC's standards, ensure communication plans are implemented, stakeholders are informed on NRC's activities, and the organisation is well accepted by communities.
3. In charge of producing weekly and monthly CC specific situation reports, flash reports and any other reports as requested by the Area Program Manager and Shelter Specialist.

Our Ideal Candidate

Generic professional competencies:

- A university degree, social science, or other related field (preferable but not limited to: Law degree)
- At least 2 years of relevant experience.

Context related skills, knowledge and experience:

- Good experience in delivering information and training sessions.
- Excellent MS Office computer skills, especially in Word, Excel, Power Point and Outlook.
- Previous experience of working in complex and volatile contexts.

- Good level in English, both written and verbal.

Additional Information

Contract period: Up to one year, renewable based on the need, availability of fund and satisfactory performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: North -West Syria Area Office (NWS), Sarmada.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5131008825?link_source_id=0