

Humanitarian Mine Action Project Manager (Programme Manager)

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).

DANISH REFUGEE COUNCIL

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APPLY FOR POSITION

Application due:
11/30/2026

Workplace:
Al-Kiswah/Damascus (frequent traveling to all HMA bases: Daraa, Rural Damascus, Hama, Idlib, Aleppo, Deir Ez-Zor and others as required)

Department/Country:
Syria

Contract type:
National contract

Homepage:
drc.ngo

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 neighbouring 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 HMA Programme Manager will support the Head of Humanitarian Disarmament and Peacebuilding (HDP) in the overall management, strategic development and expansion of DRC's humanitarian mine action programme in Syria, with a particular focus on donor reporting, proposal development, budget management, grant compliance and programme coordination.

Working closely with the Head of HDP, the position will support in programme planning, donor reporting, proposal development, budget management, grant compliance and coordination across DRC's HMA operations. Working closely with the Head of HDP, Operations Manager, Technical Field Managers and relevant support departments, the HMA Programme Manager will help ensure the effective, timely and high-quality implementation of HMA projects in line with donor requirements, DRC policies and relevant technical standards. The role is intended to strengthen programme management capacity as DRC continues to expand its geographical and operational footprint across Syria.

The position will also provide line management and oversight to the Sub-National Mine Action Coordinator – South, while respecting the coordinator's technical responsibilities and reporting arrangements within the Mine Action Area of Responsibility (AoR). Additional programme management, coordination and support positions may be placed under the HMA Programme Manager's supervision as the programme develops.

Responsibilities

Oversight of HMA Programme Implementation

- Support the Head of HDP in the overall management, coordination and monitoring of DRC's humanitarian mine action portfolio in Syria, including Explosive Ordnance Risk Education (EORE), Non-Technical Survey (NTS), Explosive Ordnance Disposal (EOD), Technical Survey (TS), clearance and capacity development activities.
- Monitor programme implementation against approved project proposals, workplans, budgets, targets and donor commitments, identifying implementation gaps, delays and opportunities for improvement.
- Facilitate regular programme review meetings, monitor progress against agreed action points and support timely corrective measures.
- Ensure effective coordination between HDP programme teams, field operations, MEAL, Information Management, Finance, Supply Chain, Grants and other relevant departments.
- Support the development and maintenance of programme management tools, implementation plans, project trackers and internal reporting mechanisms.
- Promote programme quality, accountability, conflict sensitivity, gender equality and inclusion throughout the project cycle.

Donor Reporting, Grant Management and Proposal Development

- Lead and coordinate the preparation of high-quality, timely and accurate donor reports for HMA projects, ensuring compliance with donor requirements and DRC reporting standards.
- Consolidate technical, operational, financial and results-based information from HDP teams, MEAL, Information Management and other relevant departments.
- Review programme achievements, challenges, deviations and lessons learned, ensuring that donor reports provide clear analysis of progress against project objectives and indicators.
- Support the Head of HDP in managing grant amendments, no-cost extensions, budget revisions and other donor-related processes.
- Coordinate with the Grants and Finance departments to ensure consistency between narrative reporting, financial expenditure and project implementation.
- Contribute to internal and external programme reviews, donor monitoring visits, evaluations and audits.
- Support the Head of HDP in the development and expansion of DRC's HMA programme in Syria.
- Lead and coordinate the development of HMA project proposals, concept notes, logical frameworks, workplans, budgets and supporting documentation, in close collaboration with the Head of HDP, Operations Manager, technical teams and relevant departments, including Grants Management and Finance.
- Promote integrated programming by identifying opportunities for HMA to enable and complement DRC's Protection, Economic Recovery, Shelter, WASH, Peacebuilding and other sectoral interventions.

Budget Management and Financial Oversight

ABOUT DRC

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.

- Support the Head of HDP in the overall financial management and oversight of the HMA portfolio.
- Manage and monitor assigned project budgets, ensuring expenditure remains aligned with implementation plans, donor requirements and approved budget allocations.
- Conduct regular budget follow-up and expenditure reviews in coordination with Finance, Grants, Operations and Supply Chain.
- Monitor budget-versus-actual expenditure, burn rates, financial forecasts and spending plans, identifying potential underspending, overspending and funding gaps.
- Lead the preparation of HMA budget revisions, financial forecasts and budget inputs for new proposals.
- Support efficient allocation of programme resources across multiple grants, including appropriate cost-sharing arrangements for staff, operational assets and programme support costs.
- Work with relevant departments to address procurement, recruitment and other implementation bottlenecks affecting project expenditure and delivery.

Other

- Prepare programme updates, briefing notes, presentations, management reports and other materials required for senior management, donors and external stakeholders.
- Participate in relevant country-level management and coordination meetings, representing the HDP department when delegated.
- Support the Head of HDP in addressing cross-cutting operational and organisational challenges affecting the programme.
- Assume delegated programme management and representation responsibilities during the Head of HDP's absence or when otherwise requested, within agreed authority and technical responsibilities.
- Support the effective functioning of the Sub-National Mine Action Coordinator – South, while safeguarding the neutrality, independence and inter-agency nature of the coordination role.
- Contribute to the visibility and strategic positioning of DRC's HMA programme through presentations, donor briefings, programme updates and external engagement.

Experience and technical competencies:

Essential

- Minimum five years of relevant professional experience in humanitarian or development programming, including at least two years in programme management, coordination or supervisory roles.
- Minimum 2 years' previous experience in humanitarian mine action.
- Demonstrated experience in donor reporting, proposal development, project cycle management and grant compliance.
- Strong experience in budget management, financial monitoring, expenditure forecasting and budget revisions.
- Experience coordinating multiple projects, grants and programme teams.
- Strong analytical, organisational and problem-solving skills, with excellent attention to detail.
- Proven ability to prepare high-quality narrative reports, proposals, budgets and management briefings.
- Experience supervising staff and supporting professional development.
- Excellent knowledge of Microsoft Office, particularly Excel, Word and PowerPoint.
- Strong understanding of the Syrian humanitarian context, including humanitarian coordination structures and operational challenges.
- Ability to work independently, manage competing priorities and coordinate effectively with technical and support departments.
- Excellent written and spoken Arabic and English.

Desirable

- Knowledge of humanitarian mine action concepts and International Mine Action Standards.
- Familiarity with IM systems such as Information Management System for Mine Action (IMSMA)
- Experience working with institutional donors, including ECHO, GFFO, Dutch MFA, NORAD and UN pooled funds.

Education:

- University degree in International Development, Business Administration, Project Management, International Relations, Humanitarian Affairs or another relevant field.
- Relevant professional experience may be considered in lieu of advanced academic qualifications.

Languages:

- Arabic: Fluent, written and spoken.
- English: Full professional proficiency, written and spoken.

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**: 12 Months (Extension based on performance and funds).
- **Level**: Management F
- **Location**: Al-Kiswah/ Damascus (frequent traveling to all HMA bases: Daraa, Rural Damascus, Hama, Idlib, Aleppo, Deir Ez-Zor and others as required).
- **Expected Start Date**: 11 January 2027

Application process

Interested? Then apply for this position by clicking on the link: Talentech - Humanitarian Mine Action Project Manager (Programme Manager) - Application Form

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

Applications will be reviewed on a rolling basis. DRC reserves the right to conduct tests and interviews before the closing date and can close the advertisement earlier in case of finding a suitable candidate.

Applications close on **30 November 2026**

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

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

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Apply for position