
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 provided humanitarian assistance to more than **600,000 people**, particularly in the Governorates of Damascus, Aleppo, Quneitra, 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, ICLA, 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:

The purpose of the officer position is day to day implementation of the Cash (MPCA) Project.

Generic responsibilities

1. Ensure adherence to NRC policies, procedures, and data protection standards.
2. Implement IM activities in line with the project plan and emergency timelines.
3. Develop and maintain mobile data collection tools (e.g., KOBO) for all stages of the project cycle.
4. Establish and maintain structured data filing and documentation systems.
5. Support field teams with data-related troubleshooting and technical guidance.
6. Ensure data confidentiality and compliance with data protection and information security standards.
7. Contribute to internal reporting and information sharing.

Our Ideal Candidate:

Generic professional competencies:

- **Minimum 2 years** of experience in information management, preferably in humanitarian or emergency response contexts.
- **Bachelor's degree** in information technology, Computer Science, Statistics, Data Science, or related field.
- Proven experience in mobile data collection tools (e.g. KOBO) and database management.
- Strong skills in data cleaning, validation, and analysis.
- Experience supporting cash-based interventions (CVA/MPCA) or beneficiary targeting systems is highly desirable.
- Experience working in complex and time-sensitive environments.
- Strong command of Excel (advanced) and data handling tools.
- Fluency in Arabic and English, written and spoken.

Context/ Specific skills, knowledge and experience:

- Experience designing and managing databases for registration, verification, and distribution workflows.
- Strong understanding of targeting methodologies and vulnerability scoring systems.

- Experience in data visualisation tools (Power BI or similar) for operational dashboards.
- Familiarity with data protection, confidentiality, and responsible data management principles.
- Ability to translate operational needs into practical data systems under tight deadlines.
- Experience supporting multi-sector projects (cash, shelter, WASH, protection) is an advantage.
- Strong attention to detail and ability to manage large datasets with minimal error tolerance.

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Planning and delivering results
- Working with people
- Analysing
- Communicating with impact and respect

What do we offer:

- Duty station: **Damascus, Syria**
- Contract: Project-Based Employment Contract until the end of October 2026 (**Non-renewable**)
- Salary/benefits: According to the NRC's salary scale and terms and conditions

IMPORTANT Considerations:

- This position is open to **Internal and External candidates.**
- Application deadline is **19 April 2026.**
- Candidates who do not provide complete, detailed information in the online application form may not be considered.
- **Applications will be reviewed on a rolling basis as part of our fast-track recruitment process. To ensure full consideration, we strongly encourage you to submit your application as early as possible, ahead of the deadline.**

To apply for this Vacancy, please copy the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5113472604?link_source_id=0