



Job Description

Position title:	Programme Assistant: Weapons and Ammunition Management (WAM)
Department / Project / Duty Station:	Syria Programme / WAM / Damascus
Last revised (date / title):	1 september 2026
Project number:	
Line manager:	WAM Programme Manager
Responsible for line managing:	N/A
Additional reporting line:	N/A

Job purpose:

Provide day-to-day administrative, logistical, data and liaison support to the NPA Syria Weapons and Ammunition Management (WAM) programme, enabling the WAM team to plan, deliver and report on activities related to physical security and stockpile management (PSSM), ammunition surveillance, explosive ordnance disposal (EOD) support, weapons and ammunition destruction, and related capacity-building interventions. The position is based in Damascus and may require periodic travel to NPA field sites and project locations within Syria.

All Norwegian People's Aid employees shall through their positions contribute to realizing the overall goals, as always expressed in the organization's principles, values, strategy and action plans. The job description can be altered and adapted following dialogue with the job holder.

Responsibilities:

General responsibilities:

- Provide general administrative, logistical and coordination support to the WAM Programme Manager and wider WAM team in Syria.
- Support the planning, scheduling and follow-up of WAM programme activities, meetings, missions and training events.
- Contribute to a well-organized, compliant and efficient WAM programme office in line with NPA policies and procedures.

Specific duties:

- Provide administrative support to the WAM team, including drafting and formatting correspondence, minutes, memos and internal notes in English and Arabic.
- Support planning and logistics for WAM field activities, trainings and workshops, including venue arrangements, travel, transport and accommodation for staff, consultants and partners.
- Support the WAM Programme Manager in the preparation of internal and donor progress reports.
- Assist with procurement-related administration for the WAM programme, including preparing purchase requests, reviewing quotations, and maintaining supplier and asset records in line with NPA procurement procedures.



- Act as a liaison and, where required, provide Arabic-English translation/interpretation support between the WAM team, national authorities, local communities, partners and other stakeholders.
- Maintain organized physical and electronic filing systems for WAM programme documentation, ensuring records are complete, up to date and audit ready.
- Assist with HR-related administrative tasks for WAM staff and incentive workers (e.g. attendance tracking, leave records, onboarding logistics) in coordination with the HR/Operations team.
- Support visibility, information-sharing and internal communication of WAM programme achievements, subject to guidance from the WAM Programme Manager and communications focal points.
- Perform any other duties relevant to the position as assigned by the line manager.

Required qualifications:

Must have:

- University degree (bachelor's or equivalent) in a relevant field, or equivalent combination of education and professional experience.
- Prior professional experience with NPA or another humanitarian/mine action organization in an administrative, programme support or project assistant capacity.
- Demonstrated administrative, organizational and coordination skills, with the ability to manage multiple tasks and deadlines.
- Good working knowledge of MS Office (Word, Excel, Outlook, PowerPoint); experience with database/information management systems is an advantage.
- Fluency in both Arabic and English, spoken and written, including translation between the two languages.
- Willingness and ability to travel to NPA field sites within Syria as required.

Desirable:

- Valid driving license.

Personal Competencies:

- Integrity
- Professionalism
- Teamwork
- Strong communication and interpersonal skills
- Good organizational skills with the ability to plan, prioritize and coordinate multiple activities
- Cultural sensitivity and good diplomacy skills when engaging with communities and authorities
- Ability to meet deadlines and work calmly under pressure, including in a volatile operating environment
- Ability to work independently as well as part of a team, with limited supervision
- Discretion and sound judgment in handling sensitive and confidential information
- Flexibility and willingness to travel to field locations

Additional Considerations:

The Programme Assistant – WAM is to abide by the policies and personal code of conduct set by Norwegian People's Aid (NPA), including its Code of Conduct, Safety and Security regulations, and Child Safeguarding and Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) policies, and represent the organization in a loyal and responsible manner at all times.

NPA is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, or ethnicity.

Qualified female candidates are strongly encouraged to apply.



Norwegian People's Aid

Syria

We will review CVs and interview candidates in advance of the closing date. For this reason, interested candidates are asked to submit their applications as soon as possible.

How to apply

Dear Applicant, to apply for this Vacancy, please click on the below link and fill the NPA Syria- Application form.

[Programme Assistant](#)

If the link above does not work by clicking on it, please send an email to:

linzag417@npaid.org