
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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than 699,313 individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idleb, Hassakeh, Qamishli and Raqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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 role of the HAS Technical Assistant is to provide support and assist in the day to day implementation of the HSS functions and responsibilities. Furthermore, HAS TA ensures that all HSS policies are timely disseminated, understood and followed by the South-Central Area Office staff.

Generic responsibilities

1. Adhere to NRC policies, tools, handbooks and guidelines.
2. Assist with the implementation of the HAS portfolio according to plan of action.
3. Ensure proper filing of documents.
4. Promote and share ideas for improvement in the HAS department.
5. Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
6. Report any breaches/concerns, in a confidential manner, through NRC Syria Country Office (SCO) reporting channels.

What you will bring

Generic professional competencies:

- Ability to manage and prioritise a varied workload in a rapidly changing security environment.
- Previous experience from working with documents that require verification and control.
- Ability to understand and implement HSS advices.
- Experience in communicating procedures is a plus.
- Fluency in Arabic, intermediate in English, fluency is plus.

Context related skills, knowledge and experience:

- Relevant institution degree. Bachelor degree is a plus.
- Minimum 1 year of related experience in similar field, preferable in similar context (NGO, INGO, Reputable companies).
- Flexibility to work over the weekends and holidays.
- Capability of multitasking
- Experience with Office applications. (MS Excel, Word, and Outlook)

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:

- Handling insecure environments
- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Coping with change

What we offer:

- Duty station: Damascus, Syria.
- Contract: Fixed Term
- Salary/benefits: Grade 4 on NRC's national salary scale
- NRC is an equal opportunities employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, and physical ability.
- We think outside the box, encourage ideas, and give responsibility to all employees at all levels. You will have many opportunities to be heard and take the initiative.

IMPORTANT Considerations:

- This position is open to **Internal and External candidates.**
- Application deadline is **19 July 2026.**
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

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

https://23109900.webcruiter.no/Main/Recruit/Public/5153755417?link_source_id=0