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## **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**

- Adhere to NRC policies, handbooks, guidelines, and donor requirements
- Assist with the implementation of the procurement according to Plan of Action
- Provide logistic administration and basic support
- Prepare and develop status reports as required by management
- Ensure proper filing of all support documents 6. Promote and share ideas for improvement of the logistic function
- Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
- Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

### **Our Ideal Candidate**

- Adhere to NRC policies, handbooks, guidelines, and donor requirements
- Assist with the implementation of the procurement according to Plan of Action
- Provide logistic administration and basic support
- Prepare and develop status reports as required by management
- Ensure proper filing of all support documents.
- Promote and share ideas for improvement of the logistic function
- Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
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- Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

### **Additional Information**

- Duty station: Country Office - Damascus
- Contract: Till the end of Dec 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 4 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered**.
- The application deadline is **4 June 2026**.

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

[https://23109900.webcruiter.no/Main/Recruit/Public/5133898825?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/5133898825?link_source_id=0)