



TOR –Cash Distribution -Contingent worker

Position:	Contingent worker
Reports to:	CASH -Distribution Assistant
Department:	S/W
Duty Station:	All Camps and Collective Shelters (Hasakeh-Qamishli-Derek)

NRC is implementing Shelter and Cash-Based Interventions targeting vulnerable populations living in collective shelters and host community settings. The Shelter Incentive Worker – Cash Distribution will support beneficiary registration, cash distribution activities, and post-distribution monitoring while ensuring compliance with NRC procedures, accountability standards, and humanitarian principles.

Key Responsibilities:

- Attend mandatory trainings on cash assistance, protection mainstreaming, accountability, data collection, and humanitarian principles.
- Receive distribution materials, equipment, beneficiary lists, and instructions from the Distribution Officer or Assistant.
- Support household (HH)-level beneficiary verification in line with approved targeting and eligibility criteria.
- Assist in organizing and managing distribution sites according to safety, crowd management, and operational guidelines.
- Support cash distribution activities in compliance with NRC Standard Operating Procedures (SOPs).
- Conduct household interviews for beneficiary registration, cash verification, and Post-Distribution Monitoring (PDM).
- Register, update, and validate household data using KOBO Collect or similar digital data-collection tools.
- Ensure accuracy and completeness of HH data and follow up on incomplete or inconsistent information when required.
- Provide clear information to households on assistance details, usage guidance, and feedback/complaint mechanisms.
- Record daily HH distribution data, submit reports to the supervisor, and promptly report any protection concerns, complaints, or incidents.

Other duties:

- Adhere strictly to assigned working hours and schedules.

- Complete **8 working hours per day**.
- Meet the daily assigned workload (household visits or tasks).
- Support team members during high-workload periods when required

Skills and Qualifications:

Education

- Bachelor's degree (required).

Previous Experience

- Minimum **two (2) years of experience** working with NGOs.
- Experience in:
 - Cash or in-kind distributions
 - Beneficiary registration
 - Humanitarian field work is preferred.

Technical Skills

- Proven ability to use smartphones and tablets for data entry.
- Experience with **KOBO Toolbox** or similar data-collection platforms.
- Ability to follow data verification and quality standards.

Languages

- Good command of **Arabic and Kurdish**.

How to Apply:

Interested candidates are invited to submit the application form through the links below, starting today until **18 May 2026**.

<https://kobo-ee.nrc.no/x/xhIFt7xG>