Job Description

Reporting & Communication Officer (RCO) - National

Objective:

The main role of the Reporting and Communication Officer (RCO) is to plan, coordinate and consolidate reports, and where necessary submit them, and to contribute to the preparation of project proposals or other documents for external use by donors or implementing partners.

They also coordinate the production of communication materials in accordance with the country office strategy (with the country director) and donor requirements. To accomplish these tasks, the RCO works closely with the head of the grant's unit, as well as with the programme and support teams.

The RCO also assists the Head of the Grants and Partnerships Department and their staff by ensuring compliance with donor regulations and improving accountability to donors.

Desired start date: As Soon As possible

Type of Contract: Fixed-term contract, subject to renewal depending on organisational needs, availability of funding and satisfactory performance.

Location: Coordination Office, Damascus

Key Responsibilities

REPORTING

- Coordinate the preparation, consolidation, and submission of donor reports.
- Manage reporting timelines and ensure compliance with donor requirements.
- Compile reports and annexes and coordinate inputs from relevant teams.
- Support report review, validation, and submission processes.
- Strengthen reporting capacity through guidance and training.
- Monitor reporting obligations and contractual commitments.

PROJECT PROPOSALS

- Coordinate the development of concept notes, proposals, and amendment requests.
- Monitor deadlines and facilitate communication between key stakeholders.
- Consolidate technical inputs and ensure quality submissions.
- Support programme teams in proposal development.
- Submit proposals and related documentation when required.

COMMUNICATION

- Coordinate communication and visibility activities in line with donor requirements.
- Collect and develop content including success stories, photos, videos, and testimonials.
- Support newsletters and external communication products.
- Liaise with HQ communications teams on visibility initiatives.

- Support donor, media, and communication visits.
- Provide guidance on communication and visibility standards.

INTERNAL & EXTERNAL COORDINATION

- Participate in internal and external coordination meetings.
- Maintain grants and reporting trackers and share key updates.
- Facilitate collaboration across programme, support, field, and HQ teams.

INTERNAL CONTROL

- Ensure compliance, quality, and accuracy of reports, proposals, and communication products.

FILING & ARCHIVING

- Maintain filing and archiving systems for reports, proposals, and donor communications.
- Ensure records are stored according to organizational procedures.

PARTNERSHIPS

- Support partner verification and due diligence processes.
- Contribute to partner capacity-strengthening activities.
- Assist in monitoring partner performance and compliance.

FIGHT AGAINST ABUSE

- Support safeguarding and abuse prevention measures.
- Promote a respectful and ethical working environment.
- Maintain confidentiality and protect sensitive information.
- Raise awareness of organizational ethical standards.

DIPLOMAS AND EXPERIENCE

Education & Certifications:

Bachelor's degree preferably in Communication, Journalism, International Relations, Social Sciences, or any related field, master's degree is a plus.

Experience:

- **Experience in the humanitarian sector: 1 year**
- **Experience on a similar position: 2 years**

Key Competencies & Personal Qualities:

TECHNICAL SKILLS

- Experience with visual editing programmes (e.g. Canva, InDesign)

TRANSVERSAL SKILLS

- Strong communication and coordination skills.
- Proactive attitude and interest in learning.

LANGUAGES

- **English:** Fluent
- **Arabic:** Fluent

SI Will Offer you:

A salaried position:
SI will offer a monthly gross salary of **1,620 USD**, along with a comprehensive benefits package.

"Please note that the proposed salary is subject to taxation and social security deductions in compliance with Syrian local laws"

Application process

Interested candidates are invited to apply at the link below

Female candidates are strongly encouraged to apply.

Submit your application

Please note the vacancy may close before the deadline.
Thank you for your understanding.