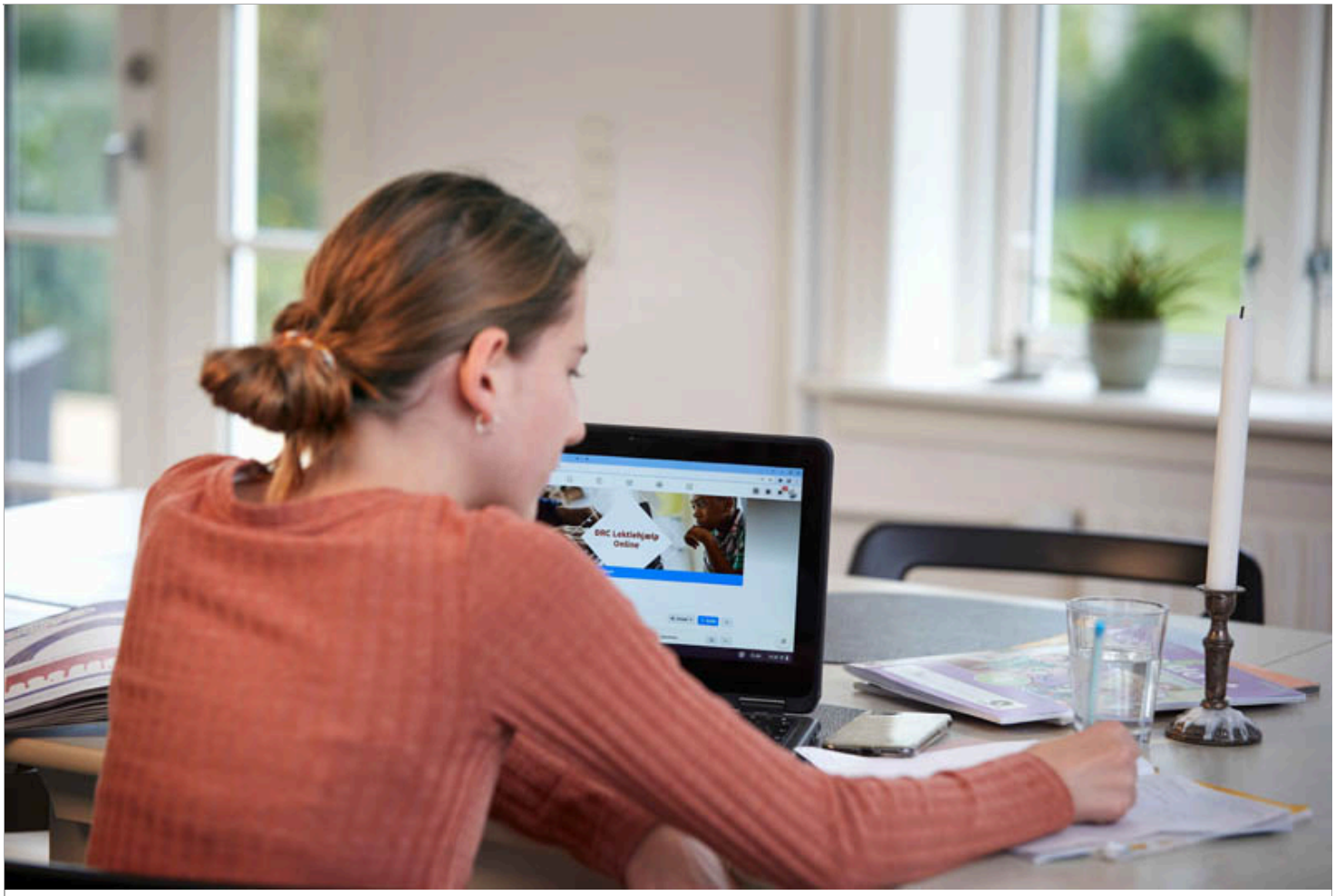


Grants Management Specialist

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

DANISH REFUGEE COUNCIL

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APPLY FOR POSITION

Application due:
11/17/2026

Workplace:
Damascus

Department/Country:
Syria

Contract type:
Expatriate or national contract

Homepage:
drc.ngo

ABOUT DRC

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

About the job

The Grants Management Specialist assumes responsibility over the efficient management and maintenance of grants related information, documentation, reporting, and processes across DRC Syria, under the supervision of the Grants Management Manager (GMM). The Grants Management Specialist is responsible for the coordination, compilation, and review of donor narrative reports. This includes meeting external reporting deadlines; triggering and coordinating inputs; and compiling, reviewing, and finalizing narrative reports through to donor submission. Grants management responsibilities also include advising on donor regulations and compliance, reviewing of contractual terms, managing deadlines within and across grants, managing instalments, inputting and controlling of grants data in DRC's Global Grants Management System (Dynamics) and SharePoint, and preparedness for audits. The Grants Management Specialist facilitates DRC grants management processes in terms of information management and administration tasks, including maintaining and circulating various trackers and grants management tools. The Grants Management Specialist plays a leading role in coordinating and facilitating monthly grant opening, review, and close-out meetings, including follow up on action points. The role requires significant liaison with counterparts in DRC Area Offices, Country Office, and HQ. The Grants Management Specialist will contribute to DRC Syria's localisation commitments by strengthening equitable and compliant grant management practices with national partners, supporting transparent fund flows, and promoting capacity strengthening in donor compliance, reporting, and financial accountability across DRC and consortium partners.

In addition to the main roles and responsibilities outlined above, the Grants Management Specialist will support proposal development processes and other grants-related tasks upon delegation by the GMM and Head of Programme.

Responsibilities

1. Grants Management

- Facilitate the administration of grants management processes (reminders of deadlines; coordination of reports; submission via online portals; coordination of comments/revisions).
- Promote quality information management by maintaining an up-to-date filing system on SharePoint, including careful version control of proposals, grant amendments, top-ups, donor reports, etc.
- Ensure that DRC Dynamics is continually updated (reporting, instalments, start date, end date, total budget, and uploading of documents).
- Ensure the maintenance of an internal grants tracker, reporting schedule, grants review schedule, and proposal pipeline.
- Track and follow-up on installment requests, in close coordination with HQ and Finance counterparts.
- Support the Finance team with audit processes when grants-related documents are requested.
- Support the GMM for compliance checks in Donor Grant Agreements (compliance with codes, donor visibility requirements, etc.).
- Coordinate inputs and preparations for grant opening, review, and close-out meetings, including preparation of the Project Management Tool (PMT).
- Prepare internal guidance and updates on donor compliance, to be presented in grant meetings.
- Facilitate the meetings as delegated by the GMM, taking note of the action points, for circulation and follow-up post-meeting.
- Provide guidance to DRC staff on donor compliance, requirements and guidelines.

2. Reporting

- Take responsibility for donor reporting deadlines (setting internal deadlines, preparing templates providing clear guidance to relevant colleagues, and following up on inputs).
- Lead the coordination, compilation, review and finalization of donor narrative reports, including submission via online portals, ensuring high-quality, well-written and timely reports meeting donor and DRC requirements.
- Support partners in improving report quality through structured feedback and mentoring on narrative and compliance standards.

3. Partnerships

- Support the Partnership Manager in conducting due diligence for new partnerships.
- Participate in local partner capacity assessments and the development of capacity building plans, where relevant.
- Support local partners with capacity building related to grants management.

4. Proposal Development

- As assigned by the GMM, support the development of project proposals, including coordination and follow up to ensure timely submission.
- Support quality assurance and submission including via online portals.

Other tasks delegated by the GMM, as required.

Experience and technical competencies:

- Excellent written English communication skills; experience writing and copy editing complex and lengthy reports
- At least 3 years professional work experience in business development, reporting, or grants management in an NGO/INGO or similar
- Experience with grant management, and donor reporting
- Experience with inter-departmental coordination
- Understanding of localisation principles and equitable partnership frameworks in humanitarian programming.
- Cultural sensitivity and adaptability
- Ability to manage a high workload and manage stress
- Proven ability to manage stakeholders with strong communication, coordination, influencing and interpersonal skills.
- Commitment to humanitarian principles and DRC values.
- Strong understanding of global protection sector standards, protection analysis, and Results-Based Protection
- Experience in project development (including proposal writing) an advantage
- Experience in DRC Core Sectors (Protection, SWI, Economic Recovery, HDP) an advantage

Education:

Bachelor of Arts or other relevant degree

Languages:

- English – fluent
- Arabic – fluent

n this position, you are expected to demonstrate DRC' five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We offer:

- **Contract Length**: 6 months (Renewable, based on performance and fund availability).
- **Salary Level**: Non Management – G level 2 (Based on DRC's salary scale)
- **Location**: Syria, Damascus.
- **Expected Start date**: 10 December 2026

Application process

NOTE: ALLICATIONS WILL BE REVIEWED ON A ROLLING BASIS.

Interested? Then apply for this position by clicking on one of the links below:

Direct application link: Talentech - Grants Management Specialist - Application Form

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in the same language as this vacancy note. **CV only applications will not be considered**.

Application close on: **17 November 2026**

DRC reserves the right to conduct tests and interviews before the closing date and can close the advertisement earlier in case of finding a suitable candidate.

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer
By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.

DRC

About DRC

DRC Dansk Flygtningehjælp

03:07

Apply for position