
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

1. Adhere to NRC policies, tools, handbooks and guidelines in compliance with Donor Regulations and national laws
2. Prepare and develop status reports and follow up sheets under R&C Manager's Supervision
3. Ensure proper filing of documents
4. Support the CO with backlog projects and RTA (Ready-To- Audit) folders
5. Help in implementation of systems and procedures to improve compliance with NRC's policies, procedures and controls
6. Provide training and support to staff on the following: i) Areas of expertise held by the R&C function (Compliance, Anti-Corruption, Code of Conduct,) and ii) compliance
7. with regulations (i.e. SSD)
8. Update and Follow-up on Risk Management Register and Action Plans
9. Update and Review all Compliance Registries
10. Support R&C Manager in Spot Checks in Area Offices

Please download the complete Job Description [here](#) to learn more about the position.

Our Ideal Candidate

- Minimum 3 years' experience working as a Finance compliance, audit in and in the humanitarian / recovery context.
- Bachelor' degree in business, risk management or any other relevant field.
- Experience from working in a similar role in a humanitarian/recovery context
- Full proficiency in spoken and written English/Arabic
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities

Additional Information

- Duty station: Country Office - Damascus
- Contract: Fixed terms. Renewable, based on funding and performance.
- Salary/benefits: Grade 6 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 **27 Oct 2026**.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5194196467?link_source_id=0