HOP Resilience and Humanitarian Systems Coordination - Damascus

The position is to be filled by Nov 2026, with a contract duration of 10months.

The position is paid according to SG7(1850 USD).

The position to be filled gives strategic orientation and oversees part of the activities related to Climate Resilient Humanitaria Systems. This is a hands-on role. You will manage projects, ensure quality delivery against plans and budgets, and play an active part in humanitarian coordination in Damascus. Strong communication and networking skills are essential. You will be present in key meetings, advocate for WHH's work, and help position the organisation to spot and seize opportunities.

Key Responsibilities :

On top of the standard duties and tasks, the position holder will have additional responsibilities of:

- Lead disaster risk reduction and climate change thematic priorities in the country while in close coordination with the internal and external stakeholders.
- Lead proposal development, research, and facilitate different workshops and meetings on DRR, AAP, and climate change while in close coordination with the government, UN and I/NGOs
- Coordination and follow up of partner-implemented projects in Syria and Türkiye in the fields of Community Resilience, Humanitarian Response, Anticipatory Action, Disaster Preparedness
- Supporting on identification of co-financing opportunities in his/her thematic area and supporting on the development of successful project proposals in line with the relevant donor regulations and strategies (in collaboration with Head of Programmes and Head of Finance in Country office).
- Representing WHH in relevant coordination meetings at national and governmental level.
- Modifying and continuing projects planning and the projects budgets.
- Gathering information about the overall humanitarian response programs in Syria and coordinating with all relevant agencies from UN and government in Damascus
- Liaising with Emergency Response focal points/technical advisers in Syria of ECHO, OCHA, WFP, UNHCR, UNICEF, Ministry of Disaster Management and Emergencies.

- Support updating the WHH Emergency Preparedness and Response Plan (EPReP) and supporting the implementation of the EPReP
- Liaising with WHH Humanitarian Directorate (HD) in relevant matters

Your Profile

- You are a strong communicator and networker who can lead projects, coordinate partners effectively, and represent WHH with credibility in humanitarian spaces. You have:
- A bachelor's degree (technical college degree or equivalent).
- 2 to 3 years of relevant professional experience in humanitarian or development work in Syria. You have experience in Anticipatory Action, Disaster Preparedness, Resilience Programming.
- Proven ability to manage projects (including partner-led implementation), develop proposals, and deliver against plans and budgets.
- Excellent interpersonal and communication skills. You are comfortable being present in coordination meetings, advocating for the organization, and building relationships.
- Fluency in Arabic and English. German is a strong advantage.
- Willingness to be based in Damascus and maintain an active presence in humanitarian coordination forums.
- Ability to work independently within a given scope, take initiative, and adapt to complex operational environments.

How To Apply :

- Please send your application/CV in ENGLISH LANGUAGE via our online recruiting system by Nov 11, 2026
- Only applications submitted via the organization's system will be considered for review.

WHH Application Link : **HOP Resilience and Humanitarian Systems Coordination - Damascus**