



## **JOB DESCRIPTION**

### **Liaison Officer (60%) / Humanitarian Access and Risk Officer (40%) / Syria Direction of International Operations – Middle East – Syria Mission**

**Date Update: January 2026**

#### **MAIN RESPONSIBILITIES:**

The Liaison Officer / Humanitarian Access and Risk Officer (HARO) will play a critical role in supporting Mdm's mission establishment and operational coordination in Syria.

She/he will be working under the direct supervision of the General Coordinator and in close collaboration with the Medical Coordinator, technical teams, HQ Safety/Security Advisor, and Field Coordinators, the position holder will facilitate strategic networking and coordination with key institutional and operational stakeholders to support Mdm's presence in Damascus and the launch of activities in southern Syria.

During the initial mission opening phase and until the full Damascus-based Coordination Team is established, the Liaison Officer/HARO will provide temporary but essential support to coordination activities across external relations, internal coordination, administration (including MDM registration), human resources (recruitment support), and logistics (premises identification, contract management, movement coordination, and communication systems setup).

In addition, reporting directly to the General Coordinator (Genco) and working closely with the HQ Safety / Security Advisor and the Logistic and Field Coordinators of Mdm, the HARO/Liaison Officer ensures that Mdm teams, assets, and programs operate in a safe and secure environment in the country.

#### **WORKING RELATIONSHIPS:**

- Hierarchical link: **General coordinator**
- Functional link: **Medical Coordinator, Security Advisor, HR Advisor, Logistics Advisor based in HQ**
- Team under his/her direct supervision: **N/A**

#### **ESSENTIAL DUTIES**

##### **1.Communication tasks & Stakeholder Engagement**

- Maintain regular communication and ensure accountability with key institutional stakeholders related to MDM's registration process and operational mandates, including Ministry of Foreign Affairs (MOFA), Ministry of Health, Directorates of Health, and other relevant governmental bodies;
- Facilitate effective information flow and coordination between project partners and MDM teams to ensure alignment and transparency;
- Develop and maintain strategic partnerships with project partners through regular field visits, coordination meetings, and implementation of a joint communication strategy;

- Establish and regularly update a comprehensive stakeholder mapping database including contacts of institutional authorities, partner organizations, key actors, translators, researchers, and technical specialists relevant to project implementation;
- Support the production, translation, and editing of communication materials including project brochures, leaflets, information booklets, and progress reports;
- Document and collect beneficiary testimonies and project success stories, proposing communication initiatives that amplify project impact and visibility;
- Coordinate and monitor project awareness-raising activities, including community theatre sessions and radio programming initiatives.

## **2. Context analysis & risk monitoring**

- To support the conduct of regular assessments of the context and security environment in all MdM areas of operation
- Compile and triangulate information from multiple sources (staff, communities, NGOs, media, INSO, UNDSS, etc.) to identify risks and trends
- Maintain and regularly update a contextual analysis and risk database with the support of GenCo
- Provide context and security updates during coordination meetings and program reviews
- Draft and circulate weekly security reports and ad hoc alerts as needed
- Develop and revise risk analyses and mitigation strategies, ideally in a participatory manner (e.g. workshops with field teams).

## **3. Mapping & stakeholder analyses**

- Produce and update detailed security maps of operational areas (e.g. No-Go Zones, sensitive roads, points of interest, static sites), using tools like ArcGIS or QGIS
- Map key actors, stakeholders, and security incidents to support risk analysis and decision-making.

## **4. Support Services Activities**

- Assist in supervising logistic tasks (GH/Office identification, premises management, movement management, communication management, etc.)
- Assist General Coordinator and Medical Coordinator with any tasks related to recruitment
- Support actively General Coordinator in following up with and securing MdM registration in front of MoFA (with support and in coordination with MdM legal support).

## **5. Representation, Networking & External Coordination**

- Under General Coordinator's authorities, coordinate regular relations and facilitate the negotiations with institutional project partners and other relevant authorities (at national and regional level), such as the Ministry of Health, Ministry of Foreign Affairs, International Cooperation Department (previously HAC) local authorities (organizing and attending meetings, through phone calls, emails etc...);
- Under General Coordinator's authorities, ensure regular supervision and coordination with institutional partners to ensure preparation of project activities implementation;
- Ensure that an effective and clear partnership dynamics is set-up from the beginning of the project and regularly followed up, and find solutions in case of partnership challenges – in particular with MoH, DoH and health infrastructures identified;
- Coordinate and ensure effective coordination between MdM and operational partners, I/NGO and I/NGO fora, UN agencies and fora, RC/RC movement, etc
- Organize "partnerships building" regular workshops;
- Regularly assess any needs, challenges encountered by the operational partners and propose solutions;
- Participate alone or with the general coordinator and medical coordinator to all networks meetings within the mission and provide minutes;
- Represent MdM in security coordination forums (e.g. INSO, UNDSS), and act as focal point for civil/military liaison if delegated by the General Coordinator.
- Support in creating, translating, and editing MdM strategy and projects presentation;

## 6. Internal Coordination and Coordination Assistance

- Under General Coordinator's authorities, ensure regular and effective information flow within MdM team (field, coordination and HQ)
- Participate in collecting data for any evaluation task requested
- Assist in the identification of weaknesses, strengths and aspects to be reconsidered regarding MdM strategy and project
- Provide regular oral and written translation support for MdM team and its activities;
- Assist in preparing, supervising and follow-up any project event

## 7. Security management & preparedness

- Support the General Coordinator to update, and implement MdM's full Security Pack for Damas and South Syria based on existing documents
- Ensure contingency measures are in place and operational (hibernation kits, emergency communications, data protection, evacuation planning, etc.)
- Support the development of access strategies, validate movement planning for new areas and tracking monitoring system when field team is deployed

*The list of tasks is not exhaustive and may be adapted to the needs of the mission in agreement with the General Coordinator and the HR Advisor.*

## REQUIREMENTS

- University degree in Social Sciences, or Development studies, and/or other relevant fields or equivalent work experience in NGOs;
- At least 3 years experience within NGO and humanitarian sectors and in project cycle management
- Languages: Arabic and English;
- Interest in NGOs work.

### Personal skills and competencies

- Excellent in organizing, planning and prioritizing tasks;
- Excellent ability to write, to edit and synthesize documents in short, easy to read text;
- Excellent time management skills;
- Proactive problem-solving skills with a solutions-oriented mindset;
- Ability to work with a team and as well to work independent;
- Ability to seek for, to collect, and critically analyze data and information needed to achieve the tasks;
- Ability to respect any activity deadline and otherwise to inform the team when you face challenge in doing that;
- Clear commitment in the project thematic;
- Ability to communicate any technical or non-technical topic with clarity and to share with your team any important project information;
- Proficiency with word, excel environment;
- Ability to self-evaluate your work, to recognize what needs improvement and to propose solutions.

## CONDITIONS OF EMPLOYMENT

- Type of contract: Service contract
- Duration: 6 months
- Starting date: March 1<sup>st</sup> 2026
- Rhythm: full-time
- Location: position based in Damascus, with regular travels on the field
- Related occupation: category 5, ~ 1 350 USD

### Application:

Send a CV and Cover Letter by email to: [recruitment.syria@medecinsdumonde.net](mailto:recruitment.syria@medecinsdumonde.net).

Object of the Mail: SYR/HR/HARO-LIAISON OFF

Application & all required documents must be submitted in English.

Applications that do not respect these guidelines will not be considered.