

SUBAWARDS Senior Officer

Location: Syria -Damascus

Position Status: Full-time

Salary Level: (Refer to Country Salary Guidelines)

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

The Department

The Mercy Corps Subaward and Compliance Department supports all financial and compliance aspects of sub-grant management and partner engagement. In its role as a support to the Syria Program Department, the Subaward and Compliance Department is responsible for ensuring subrecipients are compliant with donor regulations as well as Mercy Corps' internal policies and procedures. It supports the program team to ensure that financial resources are used efficiently and effectively. The department is involved in pre-award and due diligence processes, contracting, financial report support, reviews, and approvals, payments, capacity development, compliance reviews and audits, close-out. The department is also a main actor in ensuring partnership strategy is embedded in programming, by providing on-the-job and ad-hoc support to partners on all finance and compliance related issues to ensure compliance and also importantly to build the financial and compliance capacity of partners.

The Position

Working in the Subaward and Compliance Department under the direction of the Senior Finance and compliance manager, the Subawards Senior Officer will manage financial reporting in compliance with donor and MC sub awards policies and procedures. The SSO will also be instrumental in providing tools and support the Subaward and Compliance Department to better support partners on financial related matters; including assessment of partners, review of capacity development objectives, guidance and trainings on specific topics identified by the partner or MC. The SSO will be responsible support and review partners development plan and will have a supervisory role in the department on the financial and operational capacity development component.

Safeguarding Responsibilities:

- Actively learns about safeguarding and integrates it into their work including with external stakeholders and direct reports if applicable
- Practices the values of Mercy Corps as detailed in the Code of Conduct and safeguarding policies including respecting the dignity and well-being of community participants and fellow staff members
- Holds themselves accountable for making appropriate decisions that impact community members and team members
- Takes responsibility for their personal and professional behavior

- Encourages openness, transparency and communication in their team; encourages team members to make any reports if they have any concerns using internal reporting mechanisms (i.e. Integrity Hotline, HR etc.)
- Demonstrates a high level of integrity and treats others with respect

Essential Responsibilities:

Subaward Management

- Support and provide guidance to Subawards Finance Team throughout the subgrant process, including support for and review of partner budgets, development and review of supporting documentation matrix, review of financial reports and partner payments, and participation in coordination meetings with partners (such as kick off and close out meetings).
- Monitor timely submission of partner financial reports and payment requests and provide information to the Subaward Finance & Compliance Manager and Partnerships Director on submissions and delays;
- Ensure Partner Tracker up to date and accurate as a monitoring tool for wider use, and provide biweekly reports to Senior Finance Manager using this tool;
- Ensure subaward files/folders are maintained and updated with all relevant documentation in accordance with MC and donor regulations;
- Review subaward JET reports (monitoring tools) against the partner tracker and investigate any anomalies or delays;

Compliance

- Review of the subgrant financial files (particularly financial reports files) in compliance with MC Filing procedures;
- Assist the Subawards and the Finance team with subaward audit process, including tracking of which subawards require audits, supporting the partner through the process, and review of audit reports;
- Ensure dissemination of knowledge within staff of MC process and procedures, including subgrant manual;
- Provide support and review of Partner Pre-award assessment as per MC Subaward procedures;
- Support drafting of subaward agreement documents, in collaboration with manager and HQ staff as necessary.

Financial Management

- Monitor, plan and prepare program cash flow requirements relating to subgrant payments, and coordinate with the Finance department) to ensure effective cash flow monitoring and smooth implementation of Mercy Corps programs;
- Coordinate with finance and programs department on partner payments on a needs basis;
- Work with Programs Teams and Finance Department (Financial Analysis/Budgeting Senior Officer, Coordinator and Manager) to ensure effective budget management with regards to subrecipient budgets and forecasts;
- Support program team on subaward related budget information and inputs as contributes to overall award and budget management;

- Prepare monthly tracking sheet and deliver analysis on various aspects of each sub-grant;
- Post financial reports to Navigator;
- Review designated partner financial reports;
- Ensure partner financial reports, modifications, filing, navigator and tracker are being closed and updated on time by all officers/senior officers;
- Review donor budgets before submission as needed
- Support the Subawards Finance Team on new proposals (providing summary subgrant budget information) as required.

Capacity strengthening and partner communication:

- Support partners with needed trainings and/or coaching;
- Hold meetings with partners to coordinate or to resolve challenges encountered, as necessary, directly or in coordination with other partner focal points (programs or PaQ).
- Work with partners addressing areas of improvement needed within their organization's policies and procedures in line with recommendations from the pre-award assessment, or as identified through other interaction or assessments.

Team Management

- Create and sustain a dynamic and participatory work environment of mutual respect where team members strive to achieve excellence;
- Promote accountability, communicate expectations and provide constructive feedback via regular performance reviews;
- Supervise, hire and orient new team members as necessary. Provide team members with information, tools and other resources to improve performance & reach objectives;
- Contribute to country team-building efforts, help team members identify problem solving options and ensure the integration of all team members into relevant decision-making processes;
- Provide training and guidance as appropriate to team members about subgrant processes.

Supervisory Responsibility

TBC

Accountability

Reports Directly To: MCO Subaward Manger

Works Directly With: Director of Program, Partner Organizations / Sub-grantees; Program Managers; PAQ Team (M&E and IM); Crisis Analysis Syria (CA-SYR) team; Finance and Operations staff as relevant.

Accountability to Participants and Stakeholders

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding

international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.

Minimum Qualification & Transferable Skills

- BA/S or equivalent in Accounting, Finance, Law International Development or related field required;
- Three years or more years of experience in the Finance Department of a non-government organization is an asset;
- Three or more years of subaward financial management experience;
- Three or more years of experience in the region and specifically on the Syria response. Good understanding of the context.
- Familiarity with major international donor rules and non-profit accounting;
- Prior experience with computerized general ledger software;
- Advanced computer skills in MS Office programs, particularly Excel and Access;
- Strong analytical skills coupled with a solid understanding of grant management rules;
- Arabic and English, verbal and written required;
- Excellent communication skills;
- Excellent team management, coaching and problem-solving skills.

Success Factors

A successful candidate will have demonstrated ability to lead and communicate effectively with team members of varied work styles, follow procedures, and meet deadlines with flexibility and creativity in planning and problem solving and a proven ability to learn quickly, take initiative, and be accountable for results. S/he will be able to understand the larger picture while remaining focused on the details and be able to balance upholding adherence with finance and compliance standards with facilitating the implementation of a complex program. An ability to work independently and as part of a team, a knowledge of procurement and tendering and a curiosity about and sensitivity to new cultures are all essential.

Mercy Corps Team members represent the agency both during and outside of work hours when deployed in a field posting or on a visit/TDY to a field posting. Team members are expected to conduct themselves in a professional manner and respect local laws, customs and Mercy Corps' policies, procedures, and values at all times and in all in-country venues.

Living Conditions / Environmental Conditions

The position is based Damascus-Syria with travel to support field country programs where partners are based, which may include travel to insecure locations where freedom of movement is limited and areas where amenities are limited.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development

Team Engagement and Effectiveness

Achieving our mission starts with how we build our team and collaborate. By bringing together individuals with a variety of experiences, backgrounds, and perspectives, we strengthen our ability to solve complex challenges and drive innovation. We foster a culture of trust and respect, where every team member is valued for their contributions, empowered to reach their full potential, and motivated to do their best work.

We recognize that building a strong and effective team is an ongoing process, and we remain committed to learning, improving, and growing together.

Equal Employment Opportunity

Mercy Corps is an equal opportunity employer committed to providing equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, sexual orientation, religion or belief, national origin, age, disability, marital status, veteran status, or any other characteristics protected under applicable law.

Safeguarding & Ethics

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC **and have signed on to the [Interagency Misconduct Disclosure Scheme](#)**. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to [Mercy Corps Code of Conduct Policies](#) and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.

As an applicant, if you witness or experience any form of sexual misconduct during the recruitment process, please report this to Mercy Corps Integrity Hotline (integrityhotline@mercycorps.org).

RECRUITMENT SCAMS & FRAUD WARNING

Mercy Corps has become aware of scams involving false job offers. Please be advised:

Recruiters will never ask for a fee during any stage of the recruitment process. All active jobs are advertised directly on Job.sy.

Official Mercy Corps emails will always arrive from a @mercycorps.org email address.

Please report any suspicious communications to (integrityhotline@mercycorps.org)

Personal Consent:

The organization collects your personal data for the purposes of managing the organization's recruitment related activities as well as for organizational planning purposes globally. Consequently, the organization may use your personal data in relation to the evaluation and selection of applicants including, for example,

setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

The organization is an international organization consisting of multiple affiliated companies in various countries. The organization has international sites and uses resources located throughout the world. Your data may be held on secure platforms globally, including outside of the EU. All personal data whether relating to recruitment or employment, is held on a secure platform and system which is subject to regular testing and audit. Unless stated in the job description that the post involves other organizations with which the information will be shared as part of the recruitment process, your personal data will only be shared with third parties where consent is given.

The organization participates in the Inter-Agency Misconduct Disclosure Scheme (the "Scheme") (www.schr.info/the-misconduct-disclosure-scheme). Accordingly, we request information from a job applicant's previous employer(s) about any investigations which found that the applicant committed sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents of misconduct under investigation when the applicant left employment. By applying, you confirm your consent to the organization collecting your prior employment history under the Scheme as part of the application process. Your data will be stored for up to four years.

Important Notice: Mercy Corps never charges candidates any fees at any stage of the recruitment process. If you are asked to make a payment for a job opportunity claiming to be from Mercy Corps, it is a scam.

All official communication from Mercy Corps will come from an @mercy Corps.org email address. We do not contact candidates via Gmail, Yahoo, WhatsApp, or other unofficial channels.

If you receive a suspicious job offer, please report it to us immediately.

HOW TO APPLY:

Interested candidates can follow the link below to fill in their information and attach CVs not later than **May 13, 2026:**

[SUBAWARDS Senior Officer - Damascus](#)

Organization reserves the right to accept or reject any or all CV(s) without assigning any reason.

Only short-listed candidates will be contacted for the interview.