



## ***Job Description***

### **Food Security & Livelihoods Program Manager - National**

#### **Objective:**

The FSL Program Manager supports donor proposal development and ensures effective project cycle management. S/he guarantees the relevance, quality and appropriateness of FSL approaches and activities in line with the needs of populations affected by the Syrian crisis, SI objectives, humanitarian standards and coordination with FSL actors. S/he leads program adaptations, ensures quality start-up and monitoring systems, develops beneficiary selection mechanisms, represents SI in FSL forums, contributes to institutional learning and strengthens the technical capacity of the FSL team. S/he also provides technical support through visits to bases/sub-bases.

**Desired start date: 01 December 2026**

**Type of Contract:** Fixed-term contract, subject to renewal depending on organisational needs, availability of funding and satisfactory performance.

**Location:** North-East Syria (NES) Base, Raqqa

#### **Key Responsibilities**

##### **Strategy, Assessment & Project Design**

- Develop and review FSL strategies in line with SI policies, priorities and the evolving context.
- Lead/coordinate assessments to identify FSL needs, vulnerabilities, gaps and opportunities.
- Liaise with FSL partners, stakeholders and SI technical departments.
- Support vulnerability criteria development with MEAL.
- Contribute to donor proposals, including technical approaches, budgets, logical frameworks and annexes.
- Ensure program design is relevant, feasible, sustainable and aligned with applicable standards.

##### **Program Quality & Implementation**

- Define appropriate technical approaches, data collection and assessment mechanisms.
- Plan and oversee FSL/agricultural activities through clear workplans and technical specifications, ensuring compliance with SI procedures, donor requirements and humanitarian standards.
- Ensure achievement of program objectives and quality standards.
- Coordinate with Administration, Logistics, Supply, Finance/Coordination and MEAL on planning, procurement, budget follow-up, distributions, monitoring and reporting.
- Integrate security, humanitarian access, data protection, protection, inclusion, gender and accountability to affected populations.
- Monitor relevance, quality, timelines and effectiveness and propose adaptations based on changing needs and context.
- Support engagement with relevant authorities, including preparation of MoUs and related documentation.
- Liaise with HQ FSL Technical Department for technical advice and support.

##### **Team & HR Management**

- Recruit and manage national FSL staff according to program requirements.
- Define technical requirements, identify training needs and implement capacity-building activities.
- Develop team action plans and ensure compliance with security procedures and organizational standards.

**Institutional Knowledge & Learning**

- Apply SI knowledge-building tools and contribute to procedures, guides and technical tools.
- Document lessons learned, SOPs, methodologies and good practices.
- Capitalize on SI experience and support continuous improvement of FSL approaches.
- Prepare handover and knowledge-transfer documentation.

**Reporting, Coordination & Representation**

- Provide timely reporting and maintain accurate program documentation and archives.
- Communicate relevant security and operational developments to appropriate stakeholders.
- Ensure transparent communication with beneficiaries, authorities, communities and partners.
- Represent SI in FSL technical/sectoral meetings and working groups at national and regional levels, including Food Security, Cash and NFI coordination.
- Coordinate with FSL stakeholders to promote alignment and harmonized approaches.
- Respond to coordination and sector information requests regarding SI interventions and needs.
- Support preparation of MoUs, handover documents, donation certificates and official requests to authorities and communities.

## **DIPLOMAS AND EXPERIENCE**

### **Education & Certifications:**

Bachelor's degree in Food Security, Agriculture/Agronomy, Economics, Development Studies, Humanitarian Action, Livelihoods, Rural Development, International Development or related field.

### **Experience:**

- **Experience in the humanitarian sector:** 3-4 Years
- **Experience in a similar position:** 3-4 Years

### **Key Competencies & Personal Qualities:**

#### **TECHNICAL SKILLS**

- Strong technical expertise in FSL programming, including food security and market analysis, cash-based programming, livelihoods, agriculture/livestock, value chains and resilience.
- Proven experience across the full project cycle, from assessment and design to implementation, monitoring, reporting and learning, with adaptability to evolving contexts.
- Ability to translate sector strategy and analysis into project development and donor positioning, engage with donors and coordination mechanisms, and ensure coherence across the FSL portfolio.

#### **TRANSVERSAL SKILLS**

- **Strategic & analytical:** Strategic thinker with strong analytical and problem-solving skills, able to make evidence-based decisions, anticipate opportunities and develop practical, solutions-oriented approaches in a changing context.
- **Leadership & collaboration:** Strong leadership and interpersonal skills, with a proactive and adaptable approach, able to motivate teams, build constructive working relationships, and coordinate effectively across departments and organisational levels.
- **Communication & external engagement:** Excellent communication, presentation, networking and influencing skills, with the ability to communicate complex FSL issues to non-technical audiences, donors, senior management and partners, build effective relationships, and represent the organisation with diplomacy and professionalism.

## **LANGUAGES**

- **English:** is the language used for communication, report writing, and key job deliverables.
- **Arabic:** An asset - utilized to communicate with colleagues and beneficiaries.

### **SI Will Offer you:**

#### **A salaried position:**

SI will offer a monthly gross salary of **2,070 USD**, along with a comprehensive benefits package.

**“Please note that the proposed salary is subject to taxation and social security deductions in compliance with Syrian local laws”**

**Application process**

Interested candidates are invited to apply at the link below  
**Female candidates are strongly encouraged to apply.**

**[Submit your application](#)**

Please note the vacancy may close before the deadline.  
Thank you for your understanding.