
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. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance more than 360,000 people, out of which more than 150,000 reached in 2018 alone in the Governorates of Damascus, Aleppo and Rif Damascus.

NRC will continue to apply an integrated programming approach, where Education, ICLA, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Background

NRC is looking for a suitable trainer to build the capacity of the targeted beneficiaries on business management skills and financial skills. The successful candidates will be part of a Mobile Resources Database and will be assigned, as per need and time availability.

Role Specific Information

- Review existing training materials developed by NRC.
- Contribute to developing some topics related to starting/restoring micro and small enterprises.
- Conduct Training in business, which includes and not limited to the following topics:
 - Planning and management of micro and small businesses.
 - Marketing mix.
 - Operations.
 - Finance & Accounting in micro and small businesses.
 - Develop the Business Plan.
- Support trainees in preparing the business plans and evaluating them in collaboration with NRC staff.
- Conduct assessments of the capacities of trainees to evaluate the progress gained through the training.
- Provide feedback on the progress of training and trainees and prepare periodical reports as requested.
- Provide coaching – technical inputs to trainees after opening their business to explore the linkages between their actual business and all the resources and services needed to successfully run and sustain their business.
- Attend and participate in the required NRC induction training.
- Conduct regular meetings with NRC after each training or cycle to discuss lessons learned and agree on adjustments of training topics or other aspects to better suit the objectives of the training and the needs of the beneficiaries.

Our Ideal Candidate:

- Has minimum institute/university degree in Business, Finance, Marketing, Economics, trading, or other related fields.
- Two years of experience in delivering training in Business Management, Marketing, and Financial Skills.
- Two years of experience in coaching for profitable businesses.
- Strong facilitation skills.

- Experience in working with other INGOs is preferable.
- Good in both Arabic and English.

Behavioral competencies:

- Ability to communicate effectively, initiate and build trustful relations.
- Good interpersonal skills. Contextual and cultural sensitivity.
- Ability to work autonomously. Proactivity and capacity to take initiative.
- High motivation and desire to help.

Additional information:

- Duration of the contract: Project based – part time
- Salary/benefits: As per NRC's rules & regulations.
- Duty station: Rural Damascus. (Douma, Alnashabieh, Alsbaynieh, Harasta).
- Application deadline: Sunday 23 November 2025

How to apply:

To apply for this opportunity, please fill out the online form via the following link or by scanning the QR code below. Please note that candidates who do not provide complete and detailed information may not be considered for nomination.

<https://forms.office.com/e/pAskW2DyEz>

Application to apply for (Business
Management and Financial skills
trainer) part-time

