
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 to more than 600,000 people particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, 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.

Role Generic Responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines.
2. Promote the rights of IDPs and Returnees in Syria, in line with NRC's advocacy strategy.
3. Maintain in-country filing system in line with NRC standards, and ensure proper filing of all grants related documents.
4. Provide an internal help-desk on donor related issues and help facilitate trainings on such.
5. Assist in coordination of proposal development and report writing processes by management of deadlines, contributing to coordination, consolidation, and review.
6. Support overview and maintenance of all grants processes and tools including filing, tracking, donor requirements, rules and regulations, and internal and external deadlines.
7. Promote and share ideas for technical improvement.
8. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
9. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
10. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

Our ideal candidate:

Generic professional competencies:

- Bachelor degree in social science or similar, or any other relevant field
- Minimum of 2 years of relevant work experience with INGOs, humanitarian work or similar organisations
- Good knowledge of major humanitarian and development donors
- Excellent attention to detail and organizational skills
- Strong communication, interpersonal and negotiation skills
- Strong analytical skills and excellent written and oral communication skills
- Information management knowledge/experience is a plus
- Fluent in English, both spoken and written
- Proficient in MS Office application including Excel, Word, PowerPoint, Outlook, etc

Context related skills, knowledge and experience:

- Strong understanding of context and needs in Syria.
- Fluency in Arabic and good verbal communicative skills

Additional Information

Contract Period: one year contract, renewable based on need, performance and fund.

Salary/Benefits: According to NRC's salary scale and terms and conditions.

Duty Station:Country Office

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