

### **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, 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

### **Duties and responsibilities:**

- Undertake capacity building activities in line with NRC's strategy, projects, budgets and plans and as directed by the Capacity Building Manager.
- Prepare materials for capacity building, including undertaking analysis, studies and developing guidance notes for external and/or internal use, and developing training and implementation tools such as presentations, scenarios and checklists.
- Keep abreast of latest developments in legal and policy frameworks, and the humanitarian context, and drafting text to share updates with colleagues and partners.
- Engage, as appropriate, with key partners and stakeholders including project partners, authorities and organizations providing humanitarian services;
- Represent NRC externally in meetings and training, and support NRC's role in humanitarian coordination and technical working groups;
- Provide technical support to NRC staff in other teams, notably shelter and education, and to other offices including the Damascus and Aleppo Area Offices, and NRC at a regional level.
- Support processes in project cycle management, such as contributing to monthly reporting, to reports on activities, to monitoring, evaluation and learning. On implemented activities, including support for monitoring and evaluation.
- Any other task relevant to the position as requested by the line manager.

### **Qualifications**

- A University degree in social science or other related field.
- Minimum 2-3 years' experience from working in training and capacity building.
- Experience from working in a humanitarian/recovery context
- Documented results related to the position's responsibilities
- Strong communication, interpersonal, analytical and negotiation skills
- Proven skills and experience in report writing, and representing an organization in public forums
- Ability to priorities responsibilities, carry out multiple tasks simultaneously, and meet deadlines
- Ability to understand and implement organizational and donor policies.
- Advanced computer skills, especially in Word, Excel, Power Point and Outlook;
- Available and ready to travel consistently all over Syria.

### **We can offer**

Contract period: Up to one year, renewable based on NRC fund and performance.

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

### **To apply for this position please follow the below link**

[https://23109900.webcruiter.no/Main/Recruit/Public/4141184415?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/4141184415?link_source_id=0)