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## **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.

## **Background**

The Staff Care Focal Point is responsible for supporting individual and organizational resilience through healthy, productive working environment, ensure providing NRC staff with the adequate and relevant psychosocial support, and ensure proper monitoring of work related stress among NRC staff.

## **Role Specific Information**

- Serve as the focal point within NRC Syria for the Staff Care Programme.
- Develop related Staff Care Policy as per Global initiatives and NRC requirements, and ensure compliance with minimum standards and requirements
- Carry out assessment process to identify areas of development and current needs as per set and approved policy and prepare an action plan with recommendations.
- Source, research, negotiate terms and packages, and identify potential external providers and special matter experts in the field of psychosocial support and stress management.
- Conduct continuous meetings with NRC staff to discuss and highlight on relevant issues and follow up on needs and ongoing support activities; and provide line managers with constant support on all initiatives and activities through meetings and one-on-one sessions.
- Plan, design, and facilitate workshops and training related to Staff Care initiatives and topics for all NRC staff.
- Support in planning and implementation of staff activities in coordination and communication with staff representatives.
- Suggest and implement initiatives and processes that contribute to a high-performing department and organization, including but not limited to, staff feedback mechanisms, staff surveys, complaints mechanisms, team building, recognition programs and other activities

## **Our Ideal Candidate**

- Minimum 3 years of experience in soft skills development, psychosocial support, or related field
- Bachelor Degree in Psychology, Sociology, or a similar related field
- Fluent in both English and Arabic, spoken and written
- Proficient in Microsoft Office applications
- Proven experience in training delivery Excellent communication and interpersonal skills
- Ability to create an environment in which others can talk confidentially and within a climate of established trust
- Knowledge of the NGO operations and the dynamics of the humanitarian sector
- Good individual counseling, conflict resolution and problem solving skills
- Experience in Human Resources field is a plus

## **Additional Information**

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

Duty station: Damascus

## **To apply for this Vacancy, please copy below link:**

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