
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.

Qualifications

- Ensure that phone lists and contact details for area offices staff are maintained and updated
- Assist in the security briefings for area offices staff and visitors that are traveling in area offices
- Over the Assigned WhatsApp group ensure that all staff that are moving in area offices are under control at all times
- Issue Mission orders as required for all movements
- Liaise with NRC security in Lebanon and Jordan and ensure control with NRC staff traveling to Jordan and Lebanon are maintained and controlled as per designated WhatsApp groups and instructions.
- Provide security updates on WhatsApp group that require this according to Communications SOP for country office.
- Conduct regular spot checks of staff in field with respect to safety and location
- Update and adjust WhatsApp groups that are under the operational control of area offices
- Archive in the relevant area offices security folder for area offices and control the Safe visit Planning documents for area offices
- Archive and control security briefing protocols for area offices visitors
- Control and maintain all operational medical equipment for AOS and in cooperation with logistics rotate equipment and replace as required
- Ensure that set lists are up to date and expiry dates are adhered to with respect to medical equipment
- Assist in the training for Medical training for area offices staff
- Participate in staff capacity building
- Perform any other task as instructed by the line manager

Qualifications

- Academic certificate is required
- 1 - 2 years' experience in a similar position required
- Flexibility to work over the weekends and holidays
- Ability to manage and priorities various tasks.
- Previous experience from working with documents that require verification and control
- Ability to understand and implement HSS advice
- Experience communications procedures is an asset
- Fluency in English, both written and verbal

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 link:

https://23109900.webcruiter.no/Main/Recruit/Public/4142657108?link_source_id=0