

NFI Assistant (Part-time)

Post Details:

- Job title: Shelter NFI Assistant (Part-time)
- The post will be opened for 10 working days.
- We will mention that the position is part-time in the job title “Shelter/ NFI Assistant (Part-time, Mobile, Temporary)”, as well as, in the body of announcement.
- Working Base/City: Hama, Rural Hama
- Required employees No.:10
- Salary & Benefits: As per NRC rules & regulations.

Responsibilities:

NRC is looking to identify suitable candidates for supporting its Shelter Programme and who have expertise in:

- Uphold NRC’s code of conduct, and ensure that all persons of concern are treated with dignity and respect, in accordance with humanitarian principles and human rights standards.
- Fully comply with NRC safety and security procedures and provide input to security monitoring and assessments to enable and promote a safe and secure environment for program implementation
- Collect and compile key distribution data including registration lists, distribution lists and distribution reports
- Register and assess families
- Prepare, compile and sort programme’s documents for data entry.
- Insert programme’s data (text based and numerical information) from source documents into database.
- Verify data by comparing it to source documents.
- Retrieve data from the database or electronic files as requested.
- Scan, archive and index programme’s documents and print files.
- Type correspondence, reports and other materials as required.
- Perform other clerical or administrative work needed to run the archive.
- Perform other duties as assigned by supervisor or related to NRC Organization when needed.

Note: This is a temporary, and part-time position, at times with short-notice assignments.

Qualifications

1. Certificate/one-year experience in Microsoft Office Programs is required>
2. High school is required; Diploma is a plus.
3. Previous experience in field/admin /data entry work is required.
4. Good in both Arabic and English.
5. Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
6. Typing speed and accuracy.
7. Good knowledge in operating office machinery (printer, scanner).

Specific Vacancy Requirements:

1. Value driven competencies:

Dedicated, Innovated, Inclusive, Accountable.

2. Behavioural competencies:

- Ability to communicate effectively, initiate and build trustful relations.
- Good inter-personal skills. Contextual and cultural sensitiveness.
- Ability to work autonomously. Proactivity and capacity to take initiative.
- High motivation and desire to help.
- Empowering and building trust.
- Attention to detail combined with the ability to work quickly to meet deadlines
- Ability to work under pressure and with different cultural context.

How to apply:

Please send your CV via email to sy.recruitment@nrc.no
please put in the subject of email **NFI Assistant**

Closing date 28/8/2022, CVs sent after the deadline will not be considered.