

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.

Role Specific Information

NRC is expanding its programmes to North East Syria in line with the Response Plan for 2020. The programme will initially focus on education, including repair and rehabilitation of learning spaces, but NRC will also plan longer-term sustainable programming in the governorate within other core competencies (LFS, Capacity Building, Shelter/WASH). The education programme in Al-Hasakah governorate will include emergency response, transitional and recovery programmes out-of-camps for children and youth.

The HR and Administration team will assist the Area Manager and Field Office Coordinator in establishing NRC's operations in Al-Hasakah governorate, including setting up the office in line with NRC procedures and to provide necessary support for implementing the programme activities. The HR and Administration team will be responsible for the all aspects of human resources and administrative tasks in close collaboration with the HR and Administration units at Country Office in Damascus. NRC is looking for the following positions to join the HR and Administration team:

- HR and Administration Officer ([job description](#))
- Administration Technical Assistant ([job description](#))

For more information about the responsibilities and minimum qualifications for each position, please see the links with job descriptions. Please specify in the application letter which position you are applying for based on your professional qualifications and experience.

The recruitment process will start immediately after the deadline for applications, and the process will be completed before the end of 2020.

Qualifications

We welcome applications from qualified and motivated persons and encourage female candidates to apply.

We can offer

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

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

Duty Station: Al-Hasakah

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/4266586527?link_source_id=0