

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 Protocol Officer will work giving support to Damascus mission pertaining the delivery of quality and relevant programming in agreement with external relevant stakeholders and counterparts..

Role Specific Information

- Ensure requests are swiftly and effectively dealt with, and feedback is given to the requester.
- Keep up to date the stakeholder contact list and analysis.
- Prepare and report on external meetings when required.
- Ensure there is a sound, up to date and reliable system in coordination with Area Offices to track external correspondence of departments and related feedback and follow ups.
- Support information sharing within offices in the North and in the South on external communications when needed.
- Being fully conversant with program activities, ensure timely reporting to main stakeholders in Syria as per regulations and agreements.
- Tracking, scanning and follow up of all main memorandum of understanding in Syria.
- Produce and compile reports ensuring proper analysis as needed.
- Organizing Workshop/conference
- Organizing high profile missions
- Lead on liaising with key partners as needed
- Requesting visa and follow ups when required, including residencies and other related documents.
- Any other task as required by the mission, in close coordination with CD.

Our Ideal Candidate

- A university degree in related field.
- At least 4 years' experience in managing administrative tasks in INGO.
- Strong organisational and team work skills.
- Strong Communication and representation skills.
- Previous managerial experience is preferred.
- Prior experience of representing an I/NGO is preferred. Advanced computer skills, especially in
- Microsoft Word, Excel, Power Point and Outlook

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:

https://23109900.webcruiter.no/Main/Recruit/Public/4193510808?link_source_id=0