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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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idleb, Hassakeh, Qamishli and Raqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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**

1. Management of the Lease Agreements by ensuring timely and properly extensions, drafting and issuing the lease agreements for NRC CO premises. Initiate payments when due. Lead the identification of new premises when required.
2. Support the Administrative Team Leader in ensuring cleaning and maintenance of NRC CO premises.
3. Manage the registration and payment of landlines and ADSL as per procedures in place.
4. Initiates purchases of office stationary, kitchen supplies, office furniture, monthly maintenance PR. Monitor the consumption trackers and report.
5. Prepares purchase files for payment of utility bills, maintenance costs, accommodation and venue costs.
6. Be the travel focal point at country office level by coordinating and arranging for all requirements for travelers as per the TAR: flight booking, transportation, securing accommodation in guesthouse or hotel, provision of required equipment to travelers and manage the check-in and checkout forms.
7. Be the custodian of the none ICT assets and inventories in country office and coordinate with Logistics for updates as required.
8. Submit monthly reports to line manager: trackers (premises, electricity, water, landlines, and kitchen supplies) and narrative report.
9. Prepare correspondence to third parties regarding admin matters, ensure delivery and proper filing.
10. Serves as focal point with other NRC CO for admin related matters.
11. Coordinating at country office level for all staff and for new staff for printing business cards. Provide office stationary to staff as per the requests.

### **Our Ideal Candidate**

- A university degree, preferably in business administration or any other relevant field.
- 3 to 4 years of experience in an admin/facility management function, preferably in the humanitarian sector.

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- Fluency in local working language.

#### **Additional Information**

- Duty station: Country Office - Damascus
- Contract: Till the end of June 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 5 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered**.
- The application deadline is **25 January 2026**.

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

[https://23109900.webcruiter.no/Main/Recruit/Public/5063642976?link\\_source\\_id=2249338128](https://23109900.webcruiter.no/Main/Recruit/Public/5063642976?link_source_id=2249338128)