

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

- Support and coordinate the finalization of donor reports ensuring consistency between narrative and financial reports, as well as the M&E database, and that they meet quality standards;
- Be familiar with all NRC organizational and donor portfolio compliance requirements and ensure high quality management of grants through meeting of internal targets and deadlines;
- Support and advise programme and support colleagues with queries related to donor compliance on grants within portfolio, and ensure appropriate donor templates are readily available;
- Work with other departments (programmes, finance, M&E, Compliance) to ensure all supporting documentation such as e.g. distribution lists are secured, ready and available for internal and external monitoring processes (e.g. audits)
- Develop and maintain overview of all grants through the Grants Tracker, donor requirements, rules and regulations, and managing PCM calendars and invites for internal and external deadlines,
- Ensure all key grant documents are available in soft and hard copies by maintaining a high quality information management/filing system and updating NRC's grants management system (Cycles) on a daily basis.

Our Ideal Candidate

- Bachelor degree in social science or similar, or any other relevant field.
- Minimum of 2 years of relevant work experience with NGOs, charities, humanitarian work or similar organisations.
- Detailed oriented and strong organizational skills.
- Proven communication, interpersonal and negotiation skills.
- Strong analytical skills and excellent written and oral communication skills.
- Information management knowledge/experience is a plus.
- Fluent in English, both spoken and written.
- Proficient in MS Office application including Excel, Word, PowerPoint, Outlook, etc.
- Cultural awareness.
- Knowledge of the local social structures is a plus.
- Fluency in Arabic and good verbal communicative skills.

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:

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