

Risk Education Field Assistant

**Who are we?**

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

**DRC Syria**

DRC has been actively operating in Syria since 2008 mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihoods and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). While Protection/community service activities are provided to beneficiaries throughout our six Community Centers.

**About the job**

Mine action, in the form of mapping and surveying, risk education and land clearance, needs in Syria are immense. DRC Syria is, currently, the only Mine Action INGO registered in Damascus and hence is uniquely positioned to influence, and benefit from, this process. The Risk Education Field Assistant has the responsibility to support in the planning, implementation of and reporting on the Risk Education field activities within a team as directed by the Protection Manager (PM). The position is based in Homs.

**Duties and Responsibilities**

**REPRESENTATION, COORDINATION**

* Liaise with affected communities, local authorities, government bodies, NGO’s and development agencies, in the governorate s/he is assigned to, depending on specific tasks
* Proactive collaboration with other DRC departments to ensure an integrated approach and timely/effective overall response

**TECHNICAL & OPERATIONAL**

* Assist in the planning, implementation and monitoring of RE project activities
* Collect information on mine/UXO affected communities, complete required surveys, victim and accident reports and community assessments.
* Facilitate Quality Assurance practices on all operational activities as instructed by the PM

**IMPLEMENTATION**

* Understand targets and ensure timely communication with Senior Officer when deviating from agreed targets (+/-) or timeline, providing solutions and request for support as need be
* Deliver appropriate tailored RE to specific target groups
* Deliver training and support to key people to enable them to implement appropriate RE activities in at-risk communities
* Assist in development of Risk Education materials, including field testing RE materials and prioritization tools as required

**MONITORING, REPORTING & PROGRAMME QUALITY**

* Support the quality assurance and quality control of all RE activities
* Support the monitoring and evaluation of Risk Education activities in collaboration with DRC MEAL department, and report accordingly. This includes ensuring electronic data collection
* Provide regular written reports/updates to the Officer per agreed reporting schedule and formats agreed with manager in a timely manner and verify compliance with approved requirements and work plan, organizational rules, regulations and procedures and donor commitments.
* Record the impact of the projects and the need for future work through the collection of Case Studies Information, photographs, videos, needs assessments and evaluation reports

**SUPPORT/OPERATIONS**

* Input to procurement specifications and requirements in coordination with the Officer.
* Provide administrative support throughout all stages of programming processes.
* Ensure high accountability of budgets and equipment in the field
* Familiarize with, understand, and apply SOPs
* Any other duties requested by the Officer/PM

**Required:**

* Relevant university or vocational higher education
* Minimum of 1-year experience in Risk Education, Protection, Education or related field is required
* Previous experience working with an (I)NGO will be an asset
* Previous experience in training, facilitation, community-based education, public communication or teaching.
* Excellent communication and networking skills
* Excellent team work skills with the ability to work flexibly in a team
* Potential and flexibility of attitude to learn
* Ability to work under pressure, ability to prioritize and commitment to meet deadlines
* Good administrative and organizational ability
* Good computer skills including proficiency in using Outlook, Excel, Word

**Education**:

* Degree in Education or other relevant field.

**Languages:**

* English (fluent)
* Arabic (fluent)

*In this position, you are expected to demonstrate DRC’ five core competencies:*

* **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
* **Collaborating:** You involve relevant parties and encourage feedback.
* **Taking the lead:** You take ownership and initiative while aiming for innovation.
* **Communicating:** You listen and speak effectively and honestly.
* **Demonstrating integrity:** You act in line with our vision and values.

**We offer**

Contract length: Until end of June 2022 (*Extension based on funding and performance*)

Level: I Non - Management

Location: Homs - Syria

Expected Start date: 1st December 2021

**Application process**

Interested? Then apply for this position by clicking on the **apply button** or the below links:

**Direct apply link**: <https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=162832&DepartmentId=19001&SkipAdvertisement=true>

**Job Advertisement**: <https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=162832&DepartmentId=19001&MediaId=5>

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in the same language as this vacancy note. **CV only applications will not be considered**.

Applications close **27th of November 2021**.

**Need further information?**

If you have questions or are facing problems with the online application process, please visit [drc.ngo/jobsupport](https://forms-hr.drc.dk/view.php?id=348161).

For further information about the Danish Refugee Council, please consult our website [www.drc.org](http://www.drc.org)