

Humanitarian Mine Action Team Leader Syria – Rural Damascus

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 operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to life-saving humanitarian needs and supporting community recovery until durable solutions can be achieved. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can rapidly respond to emerging crises and shocks to meet acute emergency needs. Recognizing the significant need for early recovery and resilience programming to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a durable solution of their choice. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a cross-border, regional response to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis

About the job

The Humanitarian Mine Action Team Leader will be based in Rural Damascus, but the Team Leader may be required to deploy to other areas of Syria to respond to emergency tasks or as the programme Area of Operations expands. They are responsible for monitoring and supervising all activities of the team to which they have been assigned by the TFM/OM ensuring the conduct of the assigned activity safely and efficiently as per the SOPs and assisting in all aspects related to mine action in the Syrian context to fully support DRC HMA operations. The Humanitarian Mine Action Team Leader shall coordinate with appropriate local or competent authorities, the HMA TFM and Operations Manager, and the safety department to ensure that it is safe to conduct activities in an area and to avoid disruptions to operations due to the activities of the security services.

Duties and Responsibilities

- Plan and monitor team members leave. Review and authorize leave applications submitted by team members on Dynamics.
- Manage and monitor the welfare of team members. Manage team members' performance and conduct written performance reviews in accordance with DRC HR procedures and timelines.
- Provide any other required administrative supervision of team members. In consultation with the TFM introduce Performance Improvement Plans for underperforming staff members and if required undertake disciplinary procedures to address further underperformance or misconduct issues.
- Monitor and record team members' attendance, ensuring accountability and adherence to work schedules.
- Monitor and supervise all activities of the assigned team, ensuring tasks are carried out safely, efficiently, and in accordance with Standard Operating Procedures (SOPs).
- Assist in all aspects related to HMA operations in the Syrian context to fully support DRC operations.
- Coordinate and liaise with relevant local authorities, community leaders, and stakeholders, as well as the TFM, HMA Operations Manager, and the Safety Department to ensure safe and uninterrupted operations. This includes planning for and responding to disruptions caused by authorities, police, or military presence and facilitating the smooth execution of activities.
- In conjunction with the TFM, conduct planning, preparation and reconnaissance of future task sites.
- Supporting other HMA Team Leaders in conducting other tasks as directed by the TFM.
- Ensure that the team has the necessary and serviceable materials and equipment to carry out the designated activities.
- Operate DRC vehicles during operational hours as authorized and when required and adhere to the rules and requirements of driving set by the organization and local authorities.
- Conduct regular Quality Management (QA and QC) to maintain operational standards and effectiveness.
- Ensure team members uphold high standards of discipline and professional conduct.
- Report any non-conformities, breaches of SOPs, disciplinary issues, or unauthorized absences to the TFM.
- Conduct training as required, including refresher training as requested by the TFM and provide assistance and support in training DRC and local partner staff as needed.
- Ensure team members perform regular equipment maintenance to keep all tools and machinery in serviceable condition.
- Conduct an inventory audit in accordance with a schedule nominated by the TFM to verify there are no loose or missing parts or pieces of equipment, identify consumable items requiring replenishment, and schedule timely orders to maintain uninterrupted workflow.
- Coordinate and organize the team movements, including car schedules and drivers, and ensure all safety and access permissions are efficient and valid.

- Ensure that the TFM is fully briefed on all issues relating to the task activity.
- Supervise all EOD/MMC/BAC activities of the team in accordance with the work plan.
- Support in the capacity-building process, including training and coordination, whenever possible.
- Ensure the safe storage, transport, and handling of explosive and explosive items in accordance with SOPs in the relevant project operation locations in which they are responsible and keep records of explosive usage updated and reported to the TFM.
- Conduct daily meeting/safety brief with the team members prior to the commencement of operational activities.
- Review EOD/MMC/BAC operational procedures and recommend improvements to the operational department.
- Take the lead in EOD/MMC/BAC presentations and visitor briefings.
- Regularly complete required reports on paper and/or electronically and submit them to the Technical Field Manager as required.
- Conduct any other task as directed by his managers

Experience and technical competencies:

- Minimum IMAS EOD Level 2 required from a recognized international training establishment.
- Minimum 2 years' experience in managing six or more personnel.
- Valid manual driving license (Category A), with the ability to operate a 4x4 vehicle in the field, following safety guidelines.
- Physically fit.
- Good skills in MS Office (Excel, PowerPoint, Word).

Education:

- High School Diploma (minimum)

Languages:

- Fluency in speaking, reading, and writing in Arabic language.
- Fluency in speaking, reading, and writing of English language is preferable.

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: 12-month contract (Extension based on performance and funds).

Level: Management G1.

Location: Rural Damascus, Syria.

Expected Start date: 01 October 2025.

Application process

Interested? Then apply for this position by clicking on the link below:

- **Advertisement Link :** [Humanitarian Mine Action Team Leader](#)
- **Application Link :** [Humanitarian Mine Action Team Leader - Application Form](#)

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 :**06 September 2025.**

Need further information?

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

For further information about the Danish Refugee Council, please consult our website www.drc.org