
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

1. Receive visitors and ensure they meet the person whom they are visiting.
2. Check the reliable legal identity (ID) of all visitors, log their entry and exit
3. Receive and screen for risk and log deliveries of mail/packages
4. Receive phone calls to office and re-direct to concerned staff
5. Monitor and track movements of staff in the Area Office on the Assigned WhatsApp group and conduct regular checks in coordination with ROO
6. Update and adjust WhatsApp groups that are under the operational control of the Area Office
7. Perform any other task as instructed by the ROO

Our Ideal Candidate

- Bachelor degree
- Fluency in Arabic and good level of English, both written and verbal
- Previous experience in performing similar tasks (Secretary, Movement Control, Radio operations, etc)
- Preferable experience in humanitarian context or INGO's.
- Knowledge in dealing with communication and ICT equipment (e.g. phone, computer, fax, copying machine)
- Experience with Office applications (Word-Excel, Access Visio and PowerPoint), Maps

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: Aleppo

IMPORTANT NOTE:

Candidates who do not fill the website application form in details may not be considered.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/4154369859?link_source_id=0