
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.

Background

The purpose of the technical administration assistant is to assist in the day to day implementation of technical maintenance of NRC premises.

Role Specific Information

- Ensure the technical maintenance of all NRC premises (electricity, heating, A/C, plumbing, sewage, repairs and upgrades in buildings).
- Ensure continuous and safe power supply to NRC premises through the monitoring of city power, generator power and battery back-up power, troubleshooting, and maintenance.
- Ensure availability of fluids such as water, gas and fuel for generators and heaters.
- Manage a monthly petty cash box for maintenance works.
- Provide kitchen supplies to cleaners on a weekly basis, in liaison with warehouse section.
- Submit monthly reports on the consumption of kitchen supplies, fuel and electricity bills.
- Manage keys of all premises and keep updated key holders' forms.
- Support the setup and preparation of meetings rooms in liaison with the administration officer.

Our Ideal Candidate

- 1 - 2 years of experience from working as a technical administration assistant in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Some knowledge of English
- Skills in general maintenance of buildings (plumbing, electricity, heating, A/C)
- Skills in the maintenance of generators and battery backup
- Some knowledge of MS Office is an advantage (Outlook, Excel, Word)

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:

https://23109900.webcruiter.no/Main/Recruit/Public/4179224125?link_source_id=0