

Communications Officer

Syria - 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 opportunities 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 Communications Officer will play a key role in developing a wide range of communications products for DRC Syria. This position will enhance the organisation's visibility and reputation, ensuring that all communications activities and products align with established standards, including compliance with communications SOPs, branding guidelines, and organisational values. The Communications Officer will support programme delivery by crafting clear, impactful messaging and products, working closely with different teams to ensure that content resonates with diverse audiences. The position will also be responsible

for designing and implementing awareness campaigns and producing awareness materials, including for Explosive Ordnance Risk Education (EORE), to inform the target audience. Furthermore, the role involves building and nurturing relationships with key stakeholders, such as beneficiaries and the wider public, helping to foster understanding and two-way engagement.

Responsibilities:

- Ensure adherence to donor requirements and visibility guidelines for ongoing projects in a timely and high-quality manner and maintain appropriate planning and coordination with DRC field offices to fulfil these requirements and meet visibility and communication needs.
- Produce high-quality communication materials such as success stories, case studies, quotes, newsletters, factsheets, photographs, and videos while ensuring accurate and rapid dissemination to the different stakeholders.
- Produce materials for online and social media use on DRC channels and platforms to ensure engagement with the online audience and to showcase the added value of DRC work in Syria.
- Develop and monitor communications plans, calendars and schedules, liaising with staff to ensure that reports (annual report, etc.), publications (factsheets, etc.), and other products are produced in a timely manner.
- Ensure that all external communications products are in line with DRC, partners and donors' guidelines and requirements.
- Support engagement with global, regional and local media to generate coverage of DRC's programmes in Syria. This includes contributing to the development and dissemination of press releases and media briefs as needed.
- Prepare background communication and promotional materials for briefings and visits of media. Assist in the planning, logistic, and administrative arrangements for them as needed.
- Provide communications and visibility inputs for proposals, donor reports, and program needs to meet donor expectations and highlight program impact.
- Support the planning and organisation of public events, ensuring effective coordination with various teams and stakeholders for effective implementation, including securing media coverage when needed.
- Support DRC's partners in producing high-quality and impactful communication and visibility materials.
- Support the capacity-building of DRC's team and partners to produce high-quality communications and visibility materials.
- Plan, design and implement tailored campaigns and awareness activities, including creating compelling materials to raise awareness, disseminate knowledge, including for EORE, and engage effectively with the target audience.
- Use a variety of design software to create a range of high-quality, visually appealing materials for the DRC's needs across campaigns, events, reports, and communications on various platforms
- Frequent travel to field offices and project locations to ensure documentation and timely content gathering.
- Maintain and organise an archive for communication materials, ensuring easy accessibility and proper documentation.
- Support the planning, development and implementation of mass and social media EORE campaigns
- Ensure that high-quality, relevant designs for EORE mass media and social media content is in-line with DRC and donor branding requirements

- Support the development of innovative EORE materials including digital, print and multimedia content, ensuring that they are culturally appropriate, age appropriate and gender sensitive.
- Ensure produced materials are needs-based and culturally appropriate and effectively communicate complex information to a diverse audience across online and offline channels and platforms.
- Collaborate with relevant teams to design communication and educational materials for public awareness mapping, ensuring effective delivery of messages.
- Ensure all communication products and data collection processes comply with relevant regulations, DRC policies, and safeguarding requirements.
- Any other task as requested by the line manager.

Experience:

- Minimum 3 years' work experience in the media and communications field, and experience working with humanitarian, development and NGO/INGO actors.
- Proven experience producing high-quality communication and visibility materials, with demonstrated experience working with donor visibility requirements.
- Proven experience in media engagement and writing for social media and web portals.
- Excellent writing and editing skills in both English and Arabic.
- Experience in the design and use of multimedia software.
- Experience in capacity-building training and coaching non-specialist teams in communication skills.
- Strong coordination and interpersonal skills, and the ability to work effectively across different departments and with partners.
- Proficiency in English, speaking, and writing.

Education

- Bachelor's degree in communication, journalism or similar relevant qualifications.

Languages

- Proficiency in English and Arabic, speaking, and writing.

In this position, you are expected to demonstrate DRC's 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: 1 March 2026 till 31 December 2026 (Extension based on performance and funds)

Level: Non Management - H1

Location: Damascus

Expected Start date: 1 March 2026

Application process

Interested? Then apply for this position by clicking on one of the links below:

Advertisement link: [Communications Officer - Advertisement Link - Home page](#)

Direct application link: [Communications Officer - Link of Application](#)

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 on **8 February 2026**.

Need further information?

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

DRC as an employer

By working in DRC, you will be joining a global workforce of around 6500 employees in around 35 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

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

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.