
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. Control all movements in AON inclusive assigned staff for this
2. Liaise with UNDSS Aleppo UNSCC as required in AON area of Operations
3. Produce weekly HSS and incident reports and forward these to the AM and Risk Operations Manager.
4. Maintain office and resident security by conducting physical safety and security inspections of facilities.
5. Manage and control access control in AON
6. Contribute to the implementation and evaluation of the effectiveness of the security plan;
7. Assist in planning, co-ordinating and executing evacuations and relocations involving
8. NRC Staff and INGO staff (requires agreement signed);
9. Produce all HSS related documents for AON and keep those updated
10. Organize and execute plans for medical evacuation and relocation of AON staff
11. Ensure that fire detection devices and fire-fighting equipment are available on the premises; and that all NRC Syria staff are trained in the use of them
12. Maintain and keep operational all medical equipment for AON and conduct training as required
13. Maintain and keep updated all relevant HSS documents and Standing operating Procedures (SOP) for AON
14. Update and distribute the Area Security Pack as per AM instructions
15. Control and manage security services or guards assigned to NRC Syria AON
16. Participate and control in the production of Safe visit planning documents as per SCO policy
17. Participate in all capacity building trainings as directed by the AM
18. Perform any other HSS tasks as directed by the AM

Our Ideal Candidate

- 1- Ability to manage and prioritise a varied workload in a rapidly changing security environment.
- 2- Previous experience from working with documents that require verification and control
- 3- Good coordination and control skills
- 4- Good training skills
- 5- Ability to understand and implement security and safety advice
- 6- Fluent English, both written and verbal is a requirement
- 7- Bachelor Degree in Social Science or relevant field
- 8- Minimum 2 to 3 years' experience in a similar position
- 9- Experience in interaction with stakeholders such as local authorities and relevant ministries in an INGO or NGO.
- 10- Excellent computer skills in Microsoft Office (MS Excel, Word, and Outlook) and electronic mapping programs
- 11- Good diplomacy and strong skills in implementation of systems and structures.
- 12- Capability to work flexible working hours

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



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REFUGEE COUNCIL

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