

## **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 Business Facilitator (Project-Based) is to assist in the delivering of NRC's Educational programmes, by supporting the implementation of these projects, as well as, perform other clerical/ data entry tasks when requested.

## **Role Specific Information**

The following is a brief description of the role:

- Contribute to the implementation of NRC's Business training, which includes and not limited to the following topics:
  - Plan and management the small business.
  - Marketing mix.
  - Finance & Accounting in small Business.
- Support trainees in preparing the business plans and evaluate them in collaboration with NRC staff.
- Conduct assessments of the capacities of trainees to evaluate the progress gained through the training.
- Attend and participate in required NRC-induction training.
- Conduct regular meetings with NRC after each training or cycle to discuss lessons learnt and agree on adjustments of training topics or other aspects to better suit the objectives of the training and the needs of the beneficiaries.
- Participate in organizing the location, invite and encourage individuals to participate.
- Contribute to the registration of participants' data and counting the total number of participants.
- Perform other duties (scanning & archiving, data entry, office work) when needed.

## **Our Ideal Candidate**

- Preferably previous experience of working in facilitating educational, Business Support, recreational activities/trainings with youth outside schools or teaching in schools.
- Experience of working in a humanitarian/recovery context or equivalent is a plus.
- Fluency in Arabic, both written and verbal.
- Good English is preferable (reading English training packages)
- Bachelor Degree preferably in Economic / Accounting / PMP.

### **Additional Information**

Contract period: Project-Based.  
Salary/benefits: As per NRC's rules & regulations.  
Duty station: Damascus & Rural Damascus.  
Application deadline: 26-Jan-2021

### **Notes:**

1. THIS ANNOUNCEMENT WILL BE CLOSED ON 26/01/2021. Therefore, interested candidates are encouraged to apply for this position at the earliest possible.
2. The successful candidates will be part of a vetted Mobile Resources Database and will be assigned, as per need and time availability, part-time, short-term, field based positions with NRC.

**To apply for this vacancy, please send your CV to the following email by indicating “Business Facilitator (Project-Based)” in the subject:**

*[sy.recruitment@nrc.no](mailto:sy.recruitment@nrc.no)*