
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 Rural Damascus.

NRC will continue to apply an integrated programming approach, where Education, Information, Counseling, and Legal Assistance (ICLA), Shelter/WASH, and Livelihoods & Food Security (LFS) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Background

Transform Lives Through Knowledge!

Are you passionate about equipping individuals with the knowledge they need to navigate legal challenges? Join us as an ICLA Technical Assistant and help deliver awareness sessions and legal counseling to those who need it most.

The purpose of the ICLA Technical Assistant position is to support the effective implementation of activities, in accordance with project documents and relevant NRC and donor guidelines.

Role Specific Information

- Facilitate Legal and general information sessions for project participants and community members.
- Identify and mobilize community focal points to participate in NRC's activities.
- Participate in field visits with ICLA team and other CCs to engage with communities and support activity monitoring.
- Identify the legal needs of returnees and community members and refer cases to NRC's legal team or other service providers as needed.
- Coordinate closely with NRC's ICLA team to ensure accurate and timely identification of legal issues.
- Track, document, and follow up on all referrals with relevant focal points.
- Under the direct supervision of the ICLA Team Leader and Specialist the Technical Assistant will provide legal counseling and assistance when needed on HLP, legal identity and employment law.
- Provide beneficiaries with the accompaniment services to the Civil Status and other related institutions where relevant.
- Maintain accurate records and proper documentation of case management, outreach and referrals.
- Provide regular reports on legal trends, challenges, and key observations from the field.
- Report any issues or concerns observed during fieldwork to the supervisor.
- Support the ICLA team to mobilize and build the capacity of community focal points under NRC's area-based approach.
- Organize and support the provision of training for local partners and stakeholders on legal topics including HLP, Employment Law and Legal Identity.
- Represent NRC externally at the area level, maintaining strong relationships with local stakeholders.
- Perform other relevant tasks assigned by the supervisor.

Our Ideal Candidate

Generic professional competencies:

- A university degree in social science, or other related field (preferable but not limited to: Law degree).
- At least 2 years of relevant experience.

Context/ Specific skills, knowledge and experience:

- Good experience in delivering information and training sessions.
- Excellent MS Office computer skills, especially in Word, Excel, Power Point and Outlook.
- Previous experience of working in complex and volatile contexts.
- Excellent interpersonal skills and humility.
- Good level in English, both written and verbal.

Additional Information

Contract period: till the end of 2025, renewable based on the organizational need, availability of fund and satisfactory performance.

Salary/benefits: According to NRC's salary scale and terms and conditions.

Duty station: South Area Office, Damascus.

To apply for this vacancy, please go through the following link:

https://23109900.webcruiter.no/Main/Recruit/Public/4993145427?link_source_id=0

Important Considerations:

- This position is open to candidates who have the legal right to work in the Syria Arab Republic. Please note that we are unable to provide work permits or visa sponsorships for this position.
- Candidates who do not provide complete and detailed information in the online application form may not be considered.
- Female candidates are strongly encouraged to apply for this position.
- The application deadline is July 19, 2025.
- Applicants from this pool might also be considered for other available lower-level vacancy(s) within the same job function, in alignment with organizational requirements and individual qualifications.
- NRC does not request/accept any favors from applicants for the recruitment process. NRC follows a fair and transparent recruitment process based on the already set criteria prior to announcement and will follow four stages based on these criteria: long listing, short listing, technical test or interview and competency-based interview by recruitment panel and reference check.
- NRC is an equal opportunities employer and aims to have staffing diversity and therefore all candidates who meet the job requirement are encouraged to apply.