
Vacancy: External Relation Assistant – Damascus

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 External Relations Assistant will work giving support to Damascus mission pertaining the delivery of quality and relevant programming in agreement with external relevant stakeholders and counterparts.

Role Specific Information

1. Support in organizing the external and internal meetings of NRC. Take notes, share information, and follow up.
2. Support in external communication as needed.
3. Handle requests and requirements related to governmental entities in coordination with all concerned internal and external parties. Follow up on these requests closely, provide feedback, and escalate issues when needed.
4. Register, scan, file and index all correspondences including MOU's and Reports.
5. Conduct field visits as needed.
6. Support in organizing high-level missions into the country.
7. Handle visa application process and the follow up.
8. Support in compiling reports as needed
9. Support in organizing Workshop/conference

Our Ideal Candidate

- A university or institute degree in related field.
- At least 1-year experience in performing administrative tasks.
- Previous experience working with governmental entities / context is preferable.
- Strong organizational and team work skills.
- Good representation skills.
- Handling confidential documents and information.
- Prior experience of representing I/NGO is preferred.
- Advanced computer skills, especially in Microsoft Word, Excel, Power Point and Outlook

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:

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