
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 provided humanitarian assistance to more than **600,000 people**, particularly in the Governorates of Damascus, Aleppo, Quneitra, Dara'a, Hama, Hassake, and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, ICLA, 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:

The purpose of the officer position is day to day implementation of the Cash (MPCA) Project.

Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated Cash project portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Ensure that projects target project participants most in need, and explore and assess new and better ways to assist
6. Promote and share ideas for technical improvement
7. Maintain a strong gender, age and disability mainstreaming perspective in activity design, especially empowerment of women through capacity building and training
8. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
9. Report any breaches/concerns, in a confidential manner, through NRC reporting channels. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

Our Ideal Candidate:

Competencies are important in order for the employee and the organisation to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

1. Professional competencies

Generic professional competencies:

- **Minimum 3 years** of experience in humanitarian programming, with at least 1–2 years in cash and voucher assistance (CVA/MPCA) implementation.
- **Bachelor's degree** in economics, Business Administration, Social Sciences, Development Studies, or related fields.
- Proven experience in project participants' targeting processes, including registration, verification, vulnerability-based selection, and cash distribution.
- Demonstrated experience working in emergencies or rapid response contexts, with the ability to deliver under tight timelines.

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- Experience working with data collection tools and platforms (e.g., KOBO, ODK) and coordinating with Information Management functions.
 - Strong understanding of data protection principles and handling sensitive beneficiary information.

Context/ Specific skills, knowledge and experience:

- Solid understanding of cash-based interventions (CBI), including MPCA design, targeting methodologies, and distribution mechanisms.
- Experience in household-level verification, assessments, and post-distribution monitoring (PDM) processes.
- Proven ability to coordinate with multiple stakeholders, including IM, MEL, finance, logistics, local authorities, and humanitarian partners.
- Strong skills in community engagement and communication, ensuring transparent and conflict-sensitive targeting processes.
- Ability to manage high workload and priorities tasks in complex, volatile, and resource-constrained environments.
- Knowledge of the Syria context (or similar complex humanitarian settings) is highly desirable.
- Fluency in Arabic and English, both written and verbal.

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect
- Handling insecure environment

What do we offer:

- Duty station: South, Central Area Office, **Dara'a or Damascus**
- Contract: Project-Based Employment Contract until the end of October 2026 (**Non-renewable**)
- Salary/benefits: According to the NRC's salary scale and terms and conditions

IMPORTANT Considerations:

- This position is open to **Internal and External candidates**.
- Application deadline is **19 April 2026**.
- Candidates who do not provide complete, detailed information in the online application form may not be considered.
- Applications will be reviewed on a rolling basis as part of our fast-track recruitment process. To ensure full consideration, we strongly encourage you to submit your application as early as possible, ahead of the deadline.

To apply for this Vacancy, please copy the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5113229059?link_source_id=0