
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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than 699,313 individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idleb, Hassakeh, Qamishli and Raqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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 NRC's Humanitarian Access and Safety (HAS) function is to enable a principled humanitarian response in a safe manner for the communities and partners we work with, as well as NRC staff. In Syria, humanitarian operations continue to face a complex operating environment characterized by evolving political and security dynamics, administrative and bureaucratic access constraints, and varying requirements imposed by national and local authorities. Maintaining humanitarian access therefore requires continuous context analysis, proactive stakeholder engagement, and effective coordination with authorities and other humanitarian actors.

The Humanitarian Access and Safety (HAS) Coordinator supports the safe, principled, and effective implementation of NRC programmes through the development and maintenance of humanitarian access, safety, and security frameworks. The position plays a key role in enabling programme delivery by strengthening acceptance, supporting operational decision-making through context analysis, coordinating access initiatives, and ensuring compliance with NRC policies and procedures.

In the South and Central Syria Area Office, the role requires sustained engagement with local authorities, community leaders, humanitarian actors, donors, diplomatic representatives and other external stakeholders. The HAS Coordinator is expected to proactively support the resolution of access constraints affecting NRC operations, facilitate dialogue and relationship-building with authorities, support senior management engagement with external stakeholders, and contribute to the planning and implementation of high-level visits to NRC programme locations.

Role and responsibilities

The Humanitarian Access and Safety (HAS) Coordinator is a key technical resource on safety and security, crisis management, and access at the area level. This role contributes to managing safety and security risks, building capacity, implementing Duty of Care (in direct coordination with People and Organisation), developing humanitarian access strategies, and facilitating principled humanitarian programming. The HAS Coordinator reports directly to the Area Manager and is technically overseen by the HAS Manager. This position is a core member of the Area Management Group.

Qualifications

Generic professional competencies:

1. Implement the NRC Global HAS Management System at the area level, prepare reports as required and execute area-focused elements of the HAS Operational Plan.
2. Contribute to a culture of enabling a safe and principled humanitarian response and support the implementation

of Safe and Inclusive Programming Minimum Standards.

3. Line management responsibility for direct reporting staff. This includes:

a. Performance management process: setting clear goals aligned to strategic priorities, and to follow up and support staff's achievement.

b. Support Area Manager and HAS Manager with workforce planning, recruitment, staff induction and development and support for Duty of Care for HAS staff in area.

4. Maintain an up-to-date understanding of the area's humanitarian context, including analysis and forecasting, to regularly brief area management on key security developments, NRC exposure, access challenges, and emerging threats to inform decision-making.

5. Lead the development of area-level HAS documents, including contingency plans, access strategies, and context-relevant Standard Operating Procedures (SOPs), in line with organisational standards.

6. Support the HAS Manager in conducting Security Risk Assessments (SRAs) and access assessments, including Rapid SRAs for new operational locations, and collaborate with management to implement relevant mitigation measures and support safe programming.

7. Work with the Area Management Group to maintain compliance with NRC's HAS Management System at the area level.

8. Facilitate ongoing culture of learning relevant to Humanitarian Access and Safety and arrange for trainings including Hostile Environment Individual Security Training (HEIST), Field First Aid, drills and simulations for NRC staff and partners, in line with NRC policies.

9. In consultation with the Area Manager and HAS Manager, communicate, and coordinate with relevant external actors and coordination structures and build relationships with various stakeholders to inform operations and security management as well as increase humanitarian access and protect humanitarian space at the area level.

10. Ensure adherence to NRC policies, guidance and procedures, and a specific responsibility for HAS policies and procedures.

Personal qualities

Generic Professional Competencies

·Bachelor's degree in a related field required.

·Minimum three years of experience in humanitarian access, safety, security risk management, crisis management, humanitarian negotiations, civil-military engagement or related humanitarian functions.

·Solid understanding of the Humanitarian Principles and their application in programmatic and advocacy responses, NGO safety and risk management, humanitarian access, and civil-military coordination.

·Understanding of access negotiations.

·Experience conducting Security Risk Assessments, contingency planning and incident management.

·Strong analytical, facilitation and report-writing skills.

·Experience representing organizations in coordination forums.

·Proficient in MS Office applications including Word and Excel.

·Prior experience as a trainer is an added value.

·Working proficiency in English and Arabic, both written and verbal.

Behavioural competencies:

- Handling insecure environment
- Planning and delivering results
- Working with People
- Analysing
- Communicating with impact and respect
- Coping with change

What we offer:

- Duty station: Homs, Syria.
- Contract: Fixed Term
- Salary/benefits: Grade 7 on NRC's national salary scale
- NRC is an equal opportunities employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, and physical ability.
- We think outside the box, encourage ideas, and give responsibility to all employees at all levels. You will have many opportunities to be heard and take the initiative.

IMPORTANT Considerations:

- Application deadline is **22 September 2026**.
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

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

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https://23109900.webcruiter.no/Main/Recruit/Public/5166182126?link_source_id=0