
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 to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, 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, 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.

Roles and responsibilities

The purpose of the Education Technical Assistant position is to provide administrative and/or technical support in a specialist area of work.

Generic responsibilities:

- Adhere to NRC policies, tools, handbooks and guidelines
- Assist a range of support with the implementation of the Core Competency (CC) portfolio according to plan of action
- Implements independent procedures and activities within own function or core competency as delegated
- Responsible for organising and delivery of tasks in line with priorities and standards

- Develop and maintain knowledge of the specialist area of work in which technical assistance and support are being provided, to be most effective in supporting the team
- Use initiative in day-to-day problem-solving in line with agreed procedures, priorities and standards for the area of work
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- Promote and share ideas for improvement in your area of expertise
- Adhere to NRC country education strategy and standards.
- Carry out NRC activities by NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
- Report any breaches/concerns, confidentially, through NRC SCO reporting channels.

Specific responsibilities:

- Contribute to the planning of the assigned education activities for children/youth (schedule, locations, resources, and targets), in line with NRC's education strategy, yearly planning, targets, and quality standards.
- Is directly responsible for the quality and timely implementation of all planned activities and achievement of the targets set:
 - a. direct planning and facilitation of training for teachers and facilitators, and beneficiaries of vocational training, followed by technical support and coaching
 - b. planning and facilitation of children/youth-led activities
 - c. delivery of awareness sessions and activities for/with parents;
 - d. plan and follow-up on the delivery of non-formal education activities for children/youth.
 - e. She/he must timely flag potential challenges and risks.
- Contribute to the assessment and selection of schools, venues, and centers for the implementation of educational activities.
- Responsible for the identification of key resources/stakeholders in the assigned schools, venues, centers, and communities. Establish and maintain effective collaborative relationships with the school principal, teachers, staff, parents, students, facilitators, center/venue managers and community representatives.
- Under the supervision of the Education Team Leader, ensure post-delivery feedback and observations are shared with Technical Unit to influence contextualization/revision of education/training materials, and tools, in English and Arabic.
- Under the supervision of the Education Team Leader and upon request, ensure an active contribution to the design of new education/training materials,
- Ensure the monitoring and quality check of the NRC activities conducted in the assigned schools/centers by contributing to data collection, documentation, data analysis and drafting of regular activity implementation and monitoring reports, as per NRC log frame and donor requirements
- Work in collaboration with the Education Officer to build synergies with other components of the education program and other core competencies. Constantly liaises with relevant departments, as per need.
- Prepare all administrative, logistical, and financial arrangements and documentation for the activities assigned/coordinated, as per NRC standards.
- Support the community outreach efforts and the beneficiaries' selection.
- Can be deployed temporarily to other field locations for initial assessments, the delivery of education assistance, initiation/ planning/ coordination/ implementation/ monitoring/ evaluation of children/youth education activities,

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- Upon need and requisition, re-allocated temporarily to other positions or requested to support other education activities that require similar expertise, as per the education programme priorities.

Our Ideal Candidate

Professional competencies

These are skills, knowledge, qualifications, and experience that are important for effective performance.

Generic professional competencies:

Generic professional competencies are competencies required by any individual in this or a similar role, in any location in NRC. This includes some that apply to many jobs in NRC:

- Minimum bachelor's degree preferably in Education, related social field.
- Previous experience from working in a humanitarian/recovery context, preferably as an education assistant.
- Previous experience from working in a complex and volatile context
- Previous relevant experience of a minimum of 1 year from working in education for children and/or youth (planning, implementing/overseeing the implementation and reporting education activities/projects)
- Good knowledge of English and Arabic, both written and verbal.

Context related skills, knowledge and experience:

Context-related competencies are the knowledge, skills and experience required because of the context, location and/or current priorities in the role:

- Experience of min. 1 year in teaching or facilitating training for youth or teachers, coaching teachers/trainers/facilitators or supervision of vocational training.
- Experience of min 1 year in facilitating activities with children and/or youth
- Experience in building relationships with key stakeholders (e.g: schools principals, communities, etc)
- Experience in overseeing the implementation of educational activities and reporting.
- Knowledge of active learning strategies
- Good understanding of the public education system in Syria.

Additional Information

Contract period: Up to 31 Dec 2026, renewable based on NRC fund and performance.

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

Duty station: Raqqa

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5154567029?link_source_id=0



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