Norwegian People's Aid
Syria

Position:	Medic
Department/Project/Country:	Mine Action and Disarmament – Operations/232/Syria
Last revised:	11/2026
Project number:	232606
Line manager:	Team Leader
Responsible for line managing:	N/A
Additional reporting line:	Technical Field Manager or Supervisor

Responsibilities:

General Responsibilities

- The Medic is to provide first aid and trauma-based medical treatment to clearance team members in the event of an accident.
- Provide medical cover for all clearance operations as the team's Intermediate Care Provider (ICP).
- Monitor the health and fitness for work of clearance staff.

Specific Duties:

- Prepare all medical equipment for daily operational activities in accordance with the Team Leader's briefing.
- Responsible for the correct and timely diagnosis, treatment, of team members, within the ICP scope of practice and using only procedures on which formal training has been received. Any medical issues encountered that fall outside of the limits of the medic capacity are to be referred to suitably qualified medical personnel.
- Select an appropriate area as a medical point during operations, be positioned there for all clearance operations able to deploy within 5 minutes of an accident and administer Care on Site and Care in Transit.
- Ensure that he/she is in communication with the Team Leader at all times during working activities and knows exactly where team members are working.
- When faced with multiple casualties, conduct triage and apply haemorrhage control.
- Maintain ICP records for all clearance staff, including known medical conditions and regular medication.
- During the Site preparation phase of the task the medic shall, establish contact with the primary and secondary medical facilities for the task and confirm the CASEVAC Plan and routes are plotted on maps for the Safety Vehicle driver.
- Accompany the casualty to the medical facility and give a full handover, bringing a copy of the casualty's ID and the completed Treatment Report.
- Record all CASEVAC and treatment in the CASEVAC/ICP Treatment Log.
- The Medic shall ensure that they brief the team daily on potential issues relating to health and welfare and monitor the holding of a minimum of one fully stocked trauma bag, as stated in the SOP.
- Ensure that all medical equipment is clean and serviceable, and packed in a uniform and organised manner to ensure easy access and quick removal when required in emergencies.
- Ensure that the safety vehicle is fitted with a stretcher, monitor to ensure sufficient fuel to reach the nearest medical facility and is available during emergencies; its equipment and consumables are to be complete and no non-medical equipment stored in it during working hours.
- Proactively engaging with Logistics in relation to any identified or foreseeable gaps in safety vehicle equipment requirements.
- Ensure that all medical equipment is placed in a secure location at the end of the working day, in appropriate environmental conditions. Controlled drugs are to be secured and documented.
- Ensure that all medical kits contain a list of their contents showing expiry dates, updated as required, and proactively raise purchase requests when supplies are close to their expiry date or require replacement for stock purposes.
- Any damage or deficiencies in medical stores and equipment is to be reported to the Team leader at the earliest opportunity.
- Carry out medical training to other NPA staff when required.

• Be personally responsible for the PPE issued, wearing it whenever required and keeping it clean and maintained. • Carry out any other tasks as requested by the Team Leader within the scope of the role.
Authority/Decisions:
N/A
Function Prerequisite:
• Intermediate Care Provider (ICP) qualification or equivalent pre-hospital trauma care certification
Required qualifications:
Must have: • ICP qualification or equivalent • Nursing degree • Qualified to administer IV fluids and drugs. **Desirable:** • Extended Care Provider (ECP) qualification • Good working knowledge of Microsoft Office.
Experience:
Must have: • Prior experience in working with trauma-based medical emergencies. **Desirable:** • Previously worked in Mine Action or humanitarian field operations as a Medic or Paramedic,
Personal Competencies:
• Good interpersonal skills • Good communication and understanding skills • Able to work effectively under stressful situations and adapt to difficult conditions • Willingness and ability to travel within the country
Additional Considerations:
The Medic is to abide by the policies and personal code of conduct set by the NPA and represent the organisation loyally and responsibly. The Job Description will be regularly reviewed by the line manager.

Approved, read and understood:

Date/Place: _____ **Date/Place:** _____

Line Manager: _____ **Employee:** _____

We will review CVs and interview candidates in advance of the closing date. For this reason, interested candidates are asked to submit their applications as soon as possible.

How to apply

Dear Applicant, to apply for this Vacancy, please click on the below link and fill the NPA Syria-Application form. (Use VPN)

Medic