
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.

Role Specific Information

The Emergency Response Coordinator (ERC) will support and coordinate the area-level project activities under SHF, ensuring high-quality implementation and reporting for NRC's SHF-funded activities. In this role, the ERC will lead the coordination between different core competency teams at area level, streamline coordination between programs and support functions, coordinate with external stakeholders and serve as the primary liaison between the Area and Country offices—working closely with the PMs, APM, SHF PDM and AM.

Generic responsibilities

1. Ensure adherence to NRC policies, handbooks, procedures and SOPs/guidelines;
2. Development of robust emergency set-ups based on appropriate needs analysis with an integrated programme approach;
3. Support the Implementation of the SHF project, including coordinating input for donor reports, in compliance with contractual commitments (i.e., quality, synergies, timeliness, use of resources);
4. Provide emergency specific input on CC strategies, Country Strategy, and Plan of Action;
5. Represent NRC in relevant forums/Clusters, including in meetings with national authorities and donors at national level related to emergency response;
6. Promote the rights of IDPs/returnees in line with the advocacy strategy.

Specific responsibilities

1. Programme Development:

- Ensure availability of up-to-date activity progress details.
- Document achievement, progress, gaps and challenges.
- Provide timely reporting as required and requested by the line managers both at country level and area level.
- Ensure all relevant stakeholders are included in the planning and implementation of projects as appropriate;
- Prepare project detailed workplan and activity plan.
- Contribute to the project PCM and ensure proper representation during the GOM, GRM and GCM.
- Closely coordinate with all CCs and cross-thematic areas (including digital approach, advocacy) to maximise on integrated programming and promote timely, coordinated, and principled emergency response;
- Ensure safe programming principles are embedded in all project activities.
- Ensure proper documentation and archiving for all project activities, challenges, incidents, etc.

2. Programme Management:

- Overall responsibility for effective and efficient coordination of the SHF project consistent with the project management cycle (*including reporting to the desired quality and standard*) at area level.
- Take an active role in coordination and oversight of the project.
- Responsible for providing technical and implementation support and guidance to the area office staff in consultation with the CC specialists, PM, APM and the SHF PDM.
- Ensure monitoring, evaluation, and learning data is collected and analysed.
- Ensure that the team at area level are adopting all the Tools and SOPs shared by CO and AO.
- Represent and act as focal point for all the project area activities and coordination.
- Updating the project detailed project plan regular and flag challenges or constrains

3. Logistics, Finance, and Human Resource Management:

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- Ensure timely and accurate coordination for the development of procurement plans, recruitment plans, and spending plans and ensure the same is shared with relevant support colleagues;
- Responsible for coordinating and ensuring timely submission of monthly spending plans and cash forecast to Finance and relevant Procurement Requests to Logistics (including for framework agreements);

4. Coordination and Representation:

- Liaise and coordinate with UN and I/NGO partners, local authorities, and beneficiaries in planning and executing activities;
- Coordinate with the CC PMs and APM for sub-sector reporting, representation and coordination.
- Represent project activities in consultation with the PMs/APM/AM/ PDM with external stakeholders -, government, coordination bodies, and local and international NGOs.
- In line with NRC's standards, ensure communication plans are implemented, stakeholders are informed on NRC's activities, and the organisation is well accepted by communities.

Our Ideal Candidate

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

Generic professional competencies:

- At least 3-4 years in a humanitarian programming environment,
- Previous working experience in implementing multi-sectoral programme or coordination experience.
- Technical expertise in one of NRC's Core Competencies (MPCA, Shelter/NFI, WASH, LFS, ICLA & Protection), is added advantage;
- Documented results related to the position's responsibilities;
- Fluency in English, both written and verbal;
- Computer literacy in Microsoft Office, including strong skills in Excel.
- Minimum education requirement: Bachelor degree in a related field.

Context/ Specific skills, knowledge and experience:

- Knowledge of the context in Syria;
- Experience in managing budgets and preparing spending plans.
- Reports writing skills.
- Strong leadership skills and a supportive management style;
- Experience of a flexible approach to managing and prioritising a high and diverse workload;
- Proven ability to work effectively across cultures, in sensitive environments and with stakeholders at all levels.

What do we offer:

- Duty station: **Hasakah, Syria**
- Contract: Project-Based Employment Contract until the end of October 2026 **(Non-renewable)**
- Salary/benefits: Grade 7 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 22 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 link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5114334436?link_source_id=0