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## **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 Cash Officer will play a key operational role within the Shelter and WASH CC in NES, supporting the implementation of Multi-Purpose Cash Assistance (MPCA) programmes and emergency cash response. The position is responsible for verifying beneficiary lists, processing payments through financial platforms, maintaining accurate records, and ensuring compliance with NRC standards and donor requirements.

This role requires a detail-oriented professional with strong information management skills, an understanding of humanitarian cash-based programming, and the ability to work effectively under pressure in a complex operating environment.

## **KEY RESPONSIBILITIES**

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### **1. Programme Implementation & Operations**

- Support the design and implementation of MPCA and emergency cash assistance projects in Hasakah governorate.
- Verify and prepare lists of individuals for financial assistance in accordance with NRC internal norms and processes .
- Identify deduplication and resolve them in coordination with NRC IM team to prevent duplicate payments.
- Assist in conducting emergency MPCA rapid-response applications, including preparing training materials and occasional field visits.
- Support implementation according to agreed plans, standards, proposals, and donor requirements.
- Collaborate closely with finance and Logs teams to approve cash requisitions and orders in a timely manner.
- Maintain paper and electronic cash records systematically on SharePoint, ensuring a clear and auditable trail in line with NRC standard procedures.
- Verify and systematise all documents related to payment preparation and FSPs fee invoices.
- Prepare and develop status and cash distribution reports as required by the line manager.
- Ensure adherence to NRC data privacy standards in all data-handling activities.
- Collaborate closely with the Community Feedback Mechanism (CFM) team to address complaints, feedback, inquiries, and payment status issues related to the financial assistance programme.
- Promote the rights of internally displaced persons (IDPs) and returnees in line with NRC's advocacy strategy.
- Ensure beneficiary accountability and confidentiality are maintained throughout programme implementation.
- Adhere to NRC policies, guidance, Standard Operating Procedures (SOPs), and procedures at all times.

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- Ensure the application of cash-related SOPs and participate in SOPs revision exercise as requested by the line manager.
  - Ensure proper filing of all support documents (RoDs) and invoices for procurement and audit purposes.

### **Our Ideal Candidate**

#### Essential

- Bachelor's degree, or above in the field of Economics, Business, Finance, Social Sciences or other related fields.
- Minimum 2 years of proven experience in a CVA programme within an NGO, UN agency, or development organisation.
- Knowledge and adherence to data privacy mechanisms.
- Field experience and understanding of cash-based programming initiatives.
- Proficiency in Microsoft Excel and experience managing data in PDF and spreadsheet formats.
- Demonstrated ability to coordinate tasks and deliver under short deadlines.
- Good in English and fluency Arabic (written and verbal) is required for this position.

### **What do we offer:**

- Duty station: **Qamishli, Syria**
- Contract: Project-Based Employment Contract until the end of October 2026 (**Non-renewable**)
- Salary/benefits: Grade 5 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/5114588335?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/5114588335?link_source_id=0)