

Job Description

Position:	Gender, Protection and Empowerment Coordinator
Department/Project/Region	Programs – Whole of Syria / NPA Syria Country Office
Last revised:	November 2025
Immediate Superior:	Hum and Civ Program Manager – Syria
Shall report to:	Hum and Civ Program Manager – Syria (administrative) / Country Director – Syria (technical)
Function prerequisite:	
The Gender, Protection, and Empowerment Coordinator is a Whole of Syria (WoS)-based position responsible for leading the strategic integration and coordination of gender equality, protection, and empowerment across all NPA WoS operations. The Coordinator serves as the Focal Point for the Gender Action Plan (GAP) within the NPA Syria Country Office, leads PSEA (Prevention of Sexual Exploitation and Abuse) efforts, and provides cross-sectoral technical support across humanitarian response, development programming, civil society strengthening, and mine action activities. This is a dual-function role that combines strategic leadership with hands-on technical advisory responsibilities. Given the whole-of-Syria scope and limited field-level program support, the role demands strong self-management and the ability to prioritise effectively between institutional leadership and direct technical engagement. The role also leads the institutionalisation of gender and protection throughout project life cycles and organisational systems, builds technical capacity among internal teams and partners, oversees gender audits, and ensures protection risks are addressed using contextually relevant strategies.	
Responsibilities:	
Program Leadership and Coordination - Lead the design and implementation of gender, protection, and empowerment strategies that cover all NPA Syria sectors and regions (WoS, mine action, civil society, humanitarian and development programs). - Maintain strategic and operational oversight of key gender/protection-focused projects such as the SGBV/NORAD and Protection/SHF projects, ensuring alignment with NPA's gender and protection frameworks, donor requirements, and national priorities. - Ensure timely reporting, tracking of program progress, and alignment with donor requirements and NPA's strategic objectives. - Coordinate with program teams and sectors to mainstream gender and protection throughout project design, implementation, and evaluation processes. - To effectively implement gender and protection strategies across all regions, the Coordinator will liaise with field focal points or designated program staff in each location, where available, and advocate for dedicated support where needed. - Act as the Country Office focal point for the Gender Action Plan (GAP), leading its development, implementation, monitoring, and reporting. PSEA and Safeguarding Focal Point Duties - Serve as the PSEA Focal Point for NPA Syria, ensuring alignment with global safeguarding standards. - Provide training and awareness sessions on PSEA to staff and partners. - Support the development of reporting and response mechanisms for protection violations in coordination with senior management. Gender and Protection Mainstreaming - Ensure that all NPA Syria programs and activities are planned and executed with an inclusive gender and protection lens.	

- Develop, implement, and maintain practical guidance for gender and protection mainstreaming.
- Embed gender and protection indicators into project-level and organizational M&E frameworks.

Cross-Sectoral Support

Provide technical gender and protection support to all NPA Syria programs, including:

- Humanitarian relief efforts (e.g., emergency responses, displaced population services)
- Development programming (e.g., livelihoods, education, capacity building)
- Civil society strengthening and partner support
- Mine Action and Risk Education operations, in collaboration with the Mine Action team
- Liaise with Global Gender and Protection Advisors to ensure strategic coherence.

Assessments, Audits, and Tool Development

- Lead gender and protection assessments and risk analyses across programs and offices.
- Develop, adapt, and implement culturally appropriate tools and methodologies for data collection and analysis.
- Conduct periodic gender audits and use findings to recommend actionable improvements.

Capacity Development

- Assess partner and staff capacity in gender and protection.
- Design and deliver training, mentoring, and guidance tailored to field realities and program types.
- Provide direct technical support to implementing partners to enhance their integration of gender and protection in programming.

Documentation, Reporting, and Learning

- Lead documentation of gender, protection, and empowerment outcomes and impact across all sectors.
- Ensure timely, high-quality donor and internal reporting on gender and protection indicators.
- Document lessons learned, best practices, and success stories.

Advocacy and Representation

- Represent NPA Syria in national coordination forums and sector working groups on Gender, Protection, and PSEA.
- Advocate for the inclusion of gender and protection perspectives in sectoral and cross-sectoral strategies.
- Build and maintain relationships with national stakeholders, including women-led organizations, authorities, and donors.

How to Apply

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

Note: Turn VPN.

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