

**Area Program Manager  
Syria – South Area**

**Who are we?**

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced. All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

**DRC Syria**

**DRC has been operating in Syria since 2008**, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

**About the job:**

DRC Syria is seeking a dynamic and self-motivated individual with substantial experience in managing programs, implemented directly or in partnership with local actors (CSOs, private sector, and Duty Bearers) with the objective of strengthening our current and future implementation and programmatic strategy. The Area Programme Manager (APM-SA) is responsible for the quality and timely implementation of DRC's Economic Recovery and Shelter, WASH and Infrastructure (SWI) programs in Rural Damascus, Dar'a, Quneitra and Sweida, with possible scale up in Deir Ez Zor. The APM-SA is a key Area Management position ensuring cross-cutting programmatic management under the Economic Recovery and SWI core sectors, in alignment with a cohesive programmatic vision for the area that is coordinated with the Protection Programme Manager and the HDP team. S/he must ensure that policies, systems and people are continuously and accurately working in a coordinated manner resulting in a coherent and comprehensive program design, implementation and reporting. The position reports to the Area Manager and directly manages 1 Economic Recovery Team Leader (TL) and 2 SWI Team Leaders, and the emergency team and closely collaborates with the Head of Program and MEAL, Grants, Technical Program, and Support Service teams.

## **Responsibilities:**

### **Program Implementation & Reporting**

- Ensure that efficient and effective systems are in place to strengthen Project Cycle Management in the South Area Office.
- Lead on monthly reviews of Economic Recovery and SWI activities implemented by South Area teams and partners to ensure quality and timely implementation according to work plans, targets, and with appropriate levels of spending throughout the project duration.
- Maintain oversight of monthly progress against Economic Recovery and SWI activity and project indicators, including partners, and ensure reported figures are accurate and in-line with workplans.
- Provide overall budget monitoring, financial management and expenses control for the Economic Recovery and SWI activities directly implemented by DRC or by partners, including compliance with minimum DRC and donor requirements, and ensure accurate budget expenditure forecasts are continuously updated and reviewed to ensure timely delivery of activities.
- In close collaboration with the Support Services team, ensure that procurement plans of DRC and partners are in place, continuously updated and reviewed to ensure timely delivery of activities.
- Ensure high-quality internal and donor programmatic reports are submitted, in a timely manner; support capacity building of program staff on reporting as required. Support the review of report, proposals and CN submitted by partners.
- Support Economic Recovery and SWI Team Leaders in project implementation, identifying integration opportunities and ensuring geographic convergence. Similarly, support partners, ensuring regular monitoring and technical support.
- Identify risk areas to deliver Economic Recovery and SWI activities and projects by DRC and partners, and coordinate solutions and mitigation measures in a timely manner.
- Assure compliance with DRC standards and procedures and donor compliance regulations, through regular coordination with support services teams at Area Office and Country Office level.
- Support effectiveness of project kick-off and closure meetings are conducted and that project staff and partners have access to all relevant documents, tools and reports required for implementation of the Economic Recovery and SWI project; lead on grant opening and grant close out meetings when assigned as a focal point.
- Ensure that technical direction for Economic Recovery and SWI implemented activities and projects are aligned with DRC Global and National strategies, in collaboration with Economic Recovery and SWI technical coordinators.
- Responsible for actively promoting, supporting and driving lessons learnt and adherence to relevant quality standards for both DRC and partners.
- Support Team Leaders in identifying technical capacity building needs for their teams and coordinate delivery of relevant trainings and capacity building efforts, in collaboration with technical coordinators.
- Ensure that technical support is provided to the field programs by the Programs Unit at the Country Office, and act as a bridge between the Country technical coordinators and the Team Leaders.
- Frequent travel to the program sites for direct support, representation and identification of opportunities for organizational growth and partners support.
- Ensure projects have sufficient exit strategies in place that are implemented by the project teams for a streamlined closure of activities and/or exit from communities as required.

### **Program Development and Fundraising**

- Contribute to planning and implementation of needs assessments, in close consultation with technical coordinators and MEAL team, including identification of potential new areas of operation.

- Maintain oversight of contextual changes and their potential impact on program delivery and/or changes in needs of communities under the responsibilities of the South Area Officer.
- Coordinate with the Country Office program development and grants department, the technical coordinators and the TLs to ensure coordinated efforts towards developing quality proposals.
- Contribute to narrative and budget development of proposals, concept notes, and reports for the Economic Recovery and SWI sectors in the South Area Office.
- Work with TLs to develop Economic Recovery and SWI programmatic strategies relevant to the evolving context and contribute towards Area Office programmatic planning and logframes.

### **Staff Management**

- Direct supervisory of Sectoral Team Leaders in the South Area Office.
- Ensure performance objectives and key performance indicators are established and regularly reviewed for direct reports.
- Provide regular constructive feedback to direct reports and support direct reports in performance management of their team members.
- Develop staff competence through recruitment, leadership, training and coaching of key program technical staff.
- Support TLs in ensuring sufficient staffing structures are in place for project teams to ensure delivery of programs.
- Support TLs in operational aspects of programme implementation and liaise with relevant Support functions.

### **Representation**

- Represent DRC at relevant coordination fora/ meetings with concerned authorities and relevant ministries in South Area.
- Represent programmes in the South Area Office within the Area SMT, and lead effective coordination with Technical Coordinators and the Head of Program at the Country Office level.
- Develop good rapport with the Key Stakeholders.
- Assist Area Manager in conducting regular stakeholder analyses to ensure that DRC has good understanding of dynamics/relationships within Yemen North.

### **General**

- Maintain high level of security awareness and adhere to all safety regulations provided by DRC for safety and security of DRC staff and assets as member of the Area Management Team.
- Comply with DRC policies and practice with respect to child safeguarding, code of conduct, safety and security, anti-harassment, and other relevant policies and procedures
- Accountable for achieving DRC's strategic goals and objectives within the area of responsibility.
- Perform other duties as directed by the Area Manager.

### **Experience and technical competencies:**

- At least 5 years of program development and implementation experience in a volatile and complex humanitarian setting is required, with preference for a candidate with technical program experience in Economic Recovery and Shelter, WASH and Infrastructure.
- Minimum 3 years in staff management; a strong preference for demonstrated capacity building and coaching skills.
- Proven experience with budget planning and follow up.

- Experience with proposal, CN, report drafting.
- Excellent negotiation and communication skills – verbal and written.
- A strong understanding of donor compliance.
- A strategic thinker who is able to collaboratively contribute to and convey a programmatic vision to the area team.
- High-level knowledge and practice with ERP, Word, Excel, Outlook, etc., as well as data analysis.
- Ability/willingness to work with extremely tight deadlines and balance multiple tasks.
- Demonstrated ability to prioritize large workloads, to consistently meet deadlines and adapt in a complex and challenging work environment.
- Proven ability to manage stakeholders with strong communication, coordination, influencing and interpersonal skills.
- Demonstrated ability in thinking creatively and practically to improve the quality of projects.
- Analytical and critical thinking with the ability to work operationally without losing sight of the strategic goal.
- Ability to lead and work within a multi-cultural/diverse team.
- Commitment to humanitarian principles and DRC values.

### Education

Degree in relevant subject e.g. Social Sciences, International Development, or equivalent work experience. Master's degree in relevant field will be an asset

### Languages

- English (fluent)
- Arabic (fluent)

### Key stakeholders:

- Protection Program Manager South
- HDP teams
- Head of Program
- Grants team
- Partnership Coordinator
- Technical Coordinators
- Support Service Teams
- Partners
- Donor contacts.

*In this position, you are expected to demonstrate DRC' five core competencies:*

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

### We offer:

Contract length: until 31 Decemeber 2026 (Extension based on performance and funds)

**Level:** Management - F1

**Location:** South Area – covering ( Rural Damascus – Daraa , Swyaida, Al Qunytera )

**Expected Start date:** As soon As possible

### **Application process**

Interested? Then apply for this position by clicking on one of the links below:

**Advertisement link:** [Talentech - Area Program Manager](#)

**Direct application link:** [Talentech - Area Program Manager - Application Form](#)

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in the same language as this vacancy note. **CV only applications will not be considered.**

Applications close on **5 May 2026**.

### **Need further information?**

For further information about the Danish Refugee Council, please consult our website [www.drc.org](http://www.drc.org)

### **DRC as an employer**

By working in DRC, you will be joining a global workforce of around 6500 employees in around 35 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

**If you have questions or are facing problems with the online application process, please visit [drc.ngo/jobsupport](http://drc.ngo/jobsupport).**

***Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.***