
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 provided humanitarian assistance to more than **600,000 people**, particularly in the Governorates of Damascus, Aleppo, Quneitra, 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, ICLA, 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 Project Coordinator will lead and coordinate the area-level project activities under SHF fast-track project, ensuring high-quality implementation and reporting for NRC's SHF-funded activities. In this role, the post-holder will lead coordination among core competency teams at the 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. Line management of SHF Fast-track project field staff
2. Adherence to NRC policies, guidance and procedures and awareness of NRC global and regional strategies
3. Manage and implement a delegated portfolio of SHF Fast-track project (activities, budget and project documentation) as delegated from APM in line with proposals, strategies and donor requirements, and ensure high technical quality
4. Provide regular progress reports to APM and PDM
5. Ensure that projects target participants most in need of protection, explore and assess new and better ways to assist
6. Promote and share ideas for improvement and necessary changes in the activities
7. Liaise and collaborate with relevant local authorities and other key stakeholders
8. Promote the rights of IDPs/returnees in line with the advocacy strategy

Our Ideal Candidate:

Generic professional competencies:

- **Minimum 4 years** of experience in humanitarian programming, with at least 2 years in cash and voucher assistance (CVA/MPCA) implementation.
- **Bachelor's degree** in a related field.
- Previous working experience in implementing multi-sectoral programmes or coordination experience.
- Technical expertise in one of NRC's Core Competencies (MPCA, Shelter/NFI, WASH, LFS, ICLA & Protection) is an 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.

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.

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Handling insecure environment
- Empowering and building trust
- Managing resources to optimize results

What do we offer:

- Duty station: **Damascus, Syria**
- Contract: Project-Based Employment Contract until the end of October 2026 (**Non-renewable**)
- Salary/benefits: 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 **21 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 the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5114067376?link_source_id=0