

Project Officer – Damascus

The position is to be filled by March, 2026, The position can also be filled with an unlimited contract duration if the employee shows an appropriate period of employment. Employment/Service location will be Damascus /Syria. The position is paid according to SG6 (1440 USD)

Overall objectives of the position

- Day-to-day oversight of project implementation, in line with WHH and donor quality standards and requirements.
- Follow up and coordination with partners, management of partner relationships and coordination in the field
- Contribute to wider project reporting, lessons learning and knowledge sharing
- Liaison and engagement with local stakeholders, contributing to ensure compliance with principles of do no harm and accountability to affected populations across intervention areas
- Operative implementation of the project and the appropriate use of funds in close coordination with the Project Manager. This includes coordination, daily/weekly planning and implementation, in coordination with national partners, correctly and duly reporting to Welthungerhilfe's Country Office.
- Closely monitor activities across intervention areas under their supervision.

Your Responsibilities

Specific activities and duties of the position

Under the direct supervision of the Food Security and Livelihoods Project Manager (FSL PM) in Damascus, the Project Officer will work closely with internal and external stakeholders, and ensure effective partner coordination. In line with the project's area-based approach and pertaining to the intervention area under his/her responsibility (Homs/Hama, Damascus/rural Damascus), the project officer will ensure overall coordination of project activities in the field, and across partner organizations. S/he will ensure overall follow up, monitoring and reporting of partner-implemented activities in the relevant sectors and areas of intervention, and smooth

implementation of WHH-led activities, adhering to principles of accountability and do no harm, in line with WHH project management and quality standards.

Key tasks will include:

- Provides overall support, reporting and oversight of partner-implemented activities in the sectors of social cohesion and peacebuilding, food security and nutrition, WASH, including (but not limited to): cash and voucher assistance modalities, small business grants, peacebuilding and protection committees, rehabilitation committees and implementation of community-led initiatives.
- For each sector of intervention, ensures activities are implemented in line with sector-specific guidelines, tools and methodologies; coordinates and follows up with partners to ensure relevant tools and documents (SOPs, means of verification, attendance sheet) are available and duly produced.
- Coordinates and follows-up with relevant stakeholders, including national partners, security team, MEAL colleagues.
- Supports the reporting and documentation of project implementation, progress and learning on a regular basis, in line with WHH and donor regulations
- Supports overall administrative, operational and logistical management of the project, and is involved in partner-led procurement and/or administrative processes as required and in line with WHH policies (ex. Procurement processes)
- Supports the Project Manager and partners in developing SoPs, guidelines and relevant tools needed to ensure quality implementation across key intervention sectors, specifically: cash and voucher assistance, ERL, social cohesion, food security and livelihoods.
- Ensures technical and sectoral requirements are met and activities implemented in accordance with relevant guidelines (Clusters')
- Provides ongoing support to partners through regular follow-up on workplans, weekly plans, targets and implementation modalities (in line with existing SOP and guidelines specific to each sector or approach)
- Monitors partner spending plans and reports any variance (under/overspending) to the Project Manager
- Documents challenges and risks, discusses and reports them to the Project Manager
- Works with MEAL teams across organizations to follow up on partner documentation and monthly IPTT
- In coordination with national partners, regularly reports and documents lessons learned and good practices, and provides inputs for case studies and success/ human interest stories

- Represents WHH and the project in relevant clusters (ERL, Protection, FSL, Nutrition, WASH) and working groups (CwG, Social Cohesion), produces detailed minutes and documents engagement results
- Supports the program department in proposal development as needed
- Ensures the submission of monthly data and reports (ex. 5W) to relevant clusters, and internally to relevant teams
- Ensures coordination with partners implementing similar activities in central Syria
- Conducts regular visits to project intervention areas in central Syria
- Prepare weekly plans and updates to Project Manager and relevant colleagues (security, MEAL)

Any other tasks as requested by direct supervisor.

Duties with own area of responsibility

- Supports the Project Manager in the set-up and management of the project(s)
- Carries out and monitors the project according to the rules and standards of the co-financing donors and Welthungerhilfe standards for the implementation of projects
- Establishes good working relationships with local stakeholders across intervention areas, including technical/ sectoral coordination mechanisms and working groups at the local level in coordination with the Project Manager and project partners
- Ensures compliance with WHH policies in project implementation
- Coordinates partners' weekly reporting process, contributes to data collection as part of WHH and project-specific MEAL objectives and targets, ensures continuous learning and bottom-up knowledge sharing (ex. Success stories)
- Adherence to the projects' security management system in Syria, in accordance with the global security policy / guidelines of Welthungerhilfe

Duties without own area of responsibility

- Ensures that all project relevant support is in place (monitoring, logistics, finance administration, etc.)
- Is responsible for regularly monitoring and updating project planning and budget forecast

- Develops the project's visibility and communication plan, oversees the planning and implementation of visibility-related activities, in coordination with partner organizations and the responsible Project Manager
- Documents relevant technical and procurement processes in accordance with co-financing agreement or WHH directives
- Prepares project progress reports and activity-based forecasting and planning
- Any other tasks as requested and assigned by management and correspond in general with the character of the position

Qualifications & Experience

- Bachelor's degree in a relevant field, including international development, social sciences, food security/ nutrition, agriculture or a related field
- 2-3 years' experience in supporting humanitarian or development projects, preferably in the sectors of food security, livelihoods or social cohesion projects.
- Prior involvement in project implementation, reporting, basic budget tracking and field monitoring.
- Solid understanding of humanitarian and development standards (e.g., Sphere, CHS).
- Experience working with or through local partners and community-based organizations in conflict or post-conflict settings.
- Familiarity with major institutional donors will be an added advantage (e.g., BMZ, ECHO, UN agencies).
- Proven experience in community mobilization and engagement.
- Fluency in English (written and spoken) and Arabic.
- Syrian nationality or legal eligibility to work and travel inside Syria.

Skills & Competencies

- Understanding of project cycle management and basic MEAL tools.
- Excellent interpersonal, communication, and coordination skills.
- Ability to work under pressure, ensure effective follow up and planning, operate in complex humanitarian environments.
- Competency in preparing activity reports, maintaining accurate documentation and filing, verifying documentation (including MoV), tracking progress and indicators.
- Familiarity with Do No Harm and protection mainstreaming principles, gender equality and community based programming.
- High degree of cultural sensitivity and adaptability.
- Strong computer skills, including proficiency in Microsoft Office and project management tools. Basic knowledge of data tools (Kobo, CommCare) and advantage.

How To Apply :

- **Please send your application/CV in ENGLISH LANGUAGE via our online recruiting system by March 8, 2026.**
- **Arabic CVs will not be considered, and only short-listed candidates will be contacted.**
- **CVs will be reviewed on a rolling basis due to the urgency of filling this position.**
- **We also strongly encourage female candidates to apply**
- **Only applications submitted via the organization's system will be considered for review.**

WHH Application Link : ([Project Officer – Damascus](#))