
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 purpose of the officer position is day to day implementation of the ICLA Project. Use actions words such as ensure, implement or assist for the position relevant responsibilities.

Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated ICLA project portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Ensure that projects target project participants most in need, and explore and asses new and better ways to assist
6. Promote and share ideas for technical improvement
7. Maintain a strong gender, age and disability mainstreaming perspective in activity design, especially empowerment of women through capacity building and training
8. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
9. Report any breaches/concerns, in a confidential manner, through NRC reporting channels. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

Our Ideal Candidate:

Generic professional competencies:

- **Minimum 3** years of experience in humanitarian or legal programming, with demonstrated involvement in Information, Counselling and Legal Assistance (ICLA) or similar protection/legal services.
- **Bachelor's degree in law**, Legal Studies, Social Sciences, or related field (law degree strongly preferred).
- Proven experience in case management, including documentation, legal analysis, and follow-up of individual cases.
- Demonstrated knowledge of Housing, Land and Property (HLP) rights, civil documentation, or related legal frameworks in humanitarian contexts.
- Experience delivering legal awareness sessions (LAS), community outreach, and individual counselling.
- Experience working in complex and volatile contexts, with the ability to manage sensitive legal issues.

- Documented results related to legal service delivery, due diligence processes, or case resolution.
- Understanding of protection principles, including confidentiality, informed consent, and “do no harm” approaches.

Context/ Specific skills, knowledge and experience:

- Strong understanding of **HLP due diligence (DD) processes**, including verification of ownership, occupancy, and user rights.
- Experience in legal documentation review and analysis, including identification of risks such as fraud, forgery, duplication, and secondary occupation.
- Familiarity with **Syrian legal and administrative frameworks** related to HLP, civil documentation, and property rights is highly desirable.
- Experience supporting shelter or emergency response programmes, particularly where legal verification is required prior to assistance.
- Ability to coordinate with multiple stakeholders, including shelter teams, local authorities, community leaders, and humanitarian partners.
- Strong skills in community engagement and communication, including the ability to explain complex legal concepts in a clear and accessible manner.
- Ability to manage high caseloads and prioritise tasks under pressure while maintaining quality and accuracy.
- Strong attention to detail, particularly in legal documentation, filing systems, and audit trails.
- Fluency in Arabic and English, both written and verbal.

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/5114029449?link_source_id=0