



Sub-National Mine Action Coordinator – South Syria

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).



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 **APPLY FOR POSITION**

Application due:
9/27/2026

Workplace:
Damascus, with countrywide travel

Department/Country:
Syria

Contract type:
National contract

Homepage:
drc.ngo

ABOUT DRC

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.

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

Overall purpose of the role:

The Sub-National Mine Action (MA) Coordinator supports effective, principled and coherent coordination of mine action partners on subnational level. The role contributes to ensuring that mine action activities are harmonised, informed by operational and community realities, and aligned with national coordination priorities and humanitarian planning processes.

The Coordinator acts on behalf of the sector, rather than any individual organisation, and is expected to maintain neutrality, impartiality, independence and transparency in all coordination functions.

The role requires strong coordination, representation, facilitation and stakeholder engagement skills, as well as a solid understanding of humanitarian mine action, humanitarian coordination systems and the operational context in Syria.

The job description might be revised to reflect the impact of the humanitarian reset.

Important Note

The Sub-National Mine Action Coordinator contributes to collective humanitarian coordination and does not hold operational authority over Mine Action organisations or activities. The role does not direct partner operations, influence donor decisions or replace national authorities. The emphasis of the position is on cooperation, coordination, coherence and representation of humanitarian Mine Action priorities and needs.

Initial contract duration will be six months, subject to funding and developments.

Responsibilities

Representation and Coordination

- Represent the Mine Action AoR in sub-national ISCG, AHCT, Protection and inter-sector coordination meetings and forums.
- Ensure that Mine Action priorities, risks and operational realities are reflected in area-level humanitarian discussions and planning.
- Provide regular updates on contamination trends, incidents, access constraints, humanitarian needs and operational developments at the subnational level.
- Support coherent and harmonised engagement between Mine Action actors operating in southern Syria.

Facilitation of Sub-National Mine Action Coordination

- Convene and facilitate regular sub-national Mine Action coordination meetings.
- Prepare and circulate agendas, meeting minutes and action points in a timely manner.
- Promote effective information sharing and coordination among Mine Action partners, as well as facilitate support of MA partners to other sectors as needed.
- Identify operational gaps, duplications, emerging risks and coordination challenges and escalate where necessary.
- Support collective prioritisation discussions and promote complementarity between actors.

Information Management and Analysis

- Maintain regular communication and two-way information flow with the national Mine Action coordination team.
- Collect, consolidate and share information related to contamination, incidents, access constraints and operational developments.
- Disseminate national guidance, standards, advocacy messages and coordination updates to field-level partners.
- Contribute to humanitarian analysis, mapping and reporting related to Mine Action activities and contamination impact.

Technical and Strategic Support

- Support the integration of Mine Action considerations into area-based humanitarian planning and response discussions.
- Promote linkages between Mine Action and other sectors including Protection, Shelter, WASH, Health, Education, etc.

- Provide explosive ordnance risk and contamination-related information to humanitarian actors and coordination structures where relevant.
- Support advocacy efforts related to humanitarian access, civilian protection and contamination-related humanitarian impact.

Humanitarian Principles and Accountability

- Uphold humanitarian principles, including neutrality, impartiality, independence and accountability.
- Ensure a clear separation between coordination responsibilities and organisational operational interests as per IASC guidelines and instructions.
- Declare and appropriately manage any actual or perceived conflicts of interest.
- Promote principled, inclusive and community-informed coordination approaches.

Incident and Emergency Coordination

- Notify the national coordination team of significant incidents, accidents, contamination developments or urgent coordination matters.
- Support rapid liaison and coordination among partners during emergencies or contamination-related incidents when required.

Undertake any other tasks as required by HMA Operations Manager and Head of HDP.

Experience and Technical Competencies

- Minimum 3–5 years of experience in humanitarian coordination, humanitarian mine action, protection or related humanitarian sectors.
- Good understanding of humanitarian coordination systems, including cluster/AoR structures (e.g. IASC Guidelines on Cluster Coordination, etc.).
- Knowledge of humanitarian mine action principles, terminology and operational approaches, including EORE, NTS and land release concepts.
- Experience engaging with NGOs, UN agencies, authorities and local stakeholders.
- Strong facilitation, communication and stakeholder engagement skills.
- Experience working in complex and conflict-affected environments.
- Strong analytical, reporting and information management skills.
- Ability to work independently and maintain neutrality in coordination functions.
- Familiarity with the Syria humanitarian response architecture is highly desirable.

Education

- University degree in humanitarian affairs, international relations, social sciences, mine action or another relevant field.
- Equivalent relevant field experience may be accepted in lieu of formal education.

Language: Professional fluency in Arabic and English (written and spoken) is required.

In this position, you are expected to demonstrate DRC's 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:** 6 months with possibility of extension (subject to funding)
- **Salary Level:** Non Management – G 1 (In accordance to DRC's salary scale)
- **Location:** Damascus, with countrywide travel
- **Expected Start date:** As soon as possible.

Application process

Interested? Then apply for this position by clicking on this link: [Talentech - Sub-National Mine Action Coordinator – South Syria - 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: **27 September 2026**

NOTE: Due to the urgent need to fill this position, the applications will be reviewed on a rolling basis.

DRC reserves the right to conduct tests and interviews before the closing date and can close the advertisement earlier in case of finding a suitable candidate.

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer

By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 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/jobssupport.

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.



About DRC

DRC Dansk Flygtningehjælp

03:07

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