

---

## **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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idlib, Hassakeh, Qamishli and Raqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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**

- Establish/maintain Support/Programme/HAS coordination mechanism and procedures to ensure effective and efficient response.
- Develop guidance for scaling up the operational functions in alignment with the existent and projected scale up of funding.
- Lead, in conjunction with the CMG, on changes to the geographical scope of the country's programmes, and implement any change management process required, including expansions and reductions of geographical coverage.
- In coordination with the Head of Programme, support Area Offices in strengthening PCM and programme implementation systems, conducting regular Grants Review Meetings at area level, supporting quality, timely implementation and ensuring regular monitoring is conducted at area level, as per monitoring plans.
- Ensure that the operational structures are fit for purpose, optimized and revised regularly to ensure financial viability based on the funding forecast.
- Accountable for oversight of area-level Master Budgets, ensuring alignment with programme priorities and effective budget monitoring and forecasting by relevant Budget Holders.
- Ensure that the existing Standard Operating Procedures (SOPs) supporting the implementation of the responses are relevant to the identified needs and review, if necessary, in line with the NRC procedures and global guidelines.
- Be responsible for the implementation of and adherence to NRC generic governing structures and systems in the area offices.
- In coordination with relevant AO and CO counterparts, lead to the continuous update of the Syria Emergency Response plan in line with the context analysis and changes in needs and strategy.
- Ensure that field-level feedback and operational risks are systematically captured, analysed, and escalated to inform national-level decision-making and strategic adjustments.
- In coordination with the HAS department, support AMs in navigating access challenges and operational dilemmas.
- Collaborate with regional and global teams to ensure cross-border initiatives (e.g., refugee response strategies) are aligned with NRC's operational and strategic positioning in-country.
- Deputize for the Country Director upon delegation and as necessary.

### **Our Ideal Candidate**

- Minimum 5 years of senior management experience in humanitarian settings, with demonstrated ability to oversee multi-location operations.

- Demonstrated ability to manage large and complex portfolios and support teams working under pressure.
- Strong knowledge and experience of NRC systems is an advantage.
- Proven experience in negotiating humanitarian access, managing emergency responses, and leading operations in security-sensitive or hard-to-reach areas.
- Experience engaging and negotiating with government actors, donors, coordination platforms, and implementing partners.
- Previous experience in managing financial systems, budget planning and monitoring, donor compliance, and financial reporting.
- Solid understanding of the project cycle particularly needs assessment, design, planning, implementation, and monitoring, with a focus on adaptive and evidence-based approaches.
- Skilled in establishing and managing coordination mechanisms and balance programme and support functions.
- Knowledge of the context in Syria and the Middle East.
- Experience working in recovery settings.
- Experience with organizational development, governance and control mechanisms.
- Fluent in English, both verbal and written.
- Arabic is also an advantage in this role

#### **Additional Information**

- Duty station: Country Office - Damascus
- Contract: Till the end of December 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 11 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered**.
- The application deadline is **29 June 2026**.

**To apply for this Vacancy, please copy below link:**

[https://23109900.webcruiter.no/Main/Recruit/Public/5146804259?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/5146804259?link_source_id=0)