

OCCUPATION DESCRIPTION

OCCUPATION TITLE: **Humanitarian and Access Advisor — MdM Syria**

Main mission:

- To define and lead MdM Syria's humanitarian access strategy, in line with humanitarian principles and a Do No Harm approach.
- To negotiate, maintain and diversify access with all relevant stakeholders across MdM Syria's areas of operation.
- To provide regular context, stakeholder and access analysis to inform programmatic and operational decision-making.

Hierarchical Links:

- **Line Manager:** General Coordinator
- **Functional/Technical Manager:** Regional Humanitarian Access & Risk Advisor with possible collaboration with HQ Security Advisor

Main activities:

- Define, develop and regularly update MdM Syria's humanitarian access strategy, acceptance framework, stakeholder mapping and related tools (access SOPs, negotiation guidance, contingency scenarios).
- Conduct permanent political, conflict-sensitivity, and access context monitoring across MdM Syria's areas of operation (Aleppo, Idleb, Dar'a, Rural Damascus) and assessment areas (East Aleppo, As-Sweida, and locations of particular ethnic or political sensitivity such as Ain al-Arab/Kobani).
- Map and maintain relationships with local, national, and community stakeholders relevant to humanitarian access, including local authorities, community leaders, and other actors present in the operating environment.
- Lead or support negotiations to obtain, maintain, restore or diversify humanitarian access to populations and operational areas, in close coordination with the General Coordination. Negotiations are conducted within agreed objectives, mandates and boundaries. Commitments affecting programmes, finances, information sharing or humanitarian principles require prior management approval. Any demands or conditions exceeding these boundaries are escalated to the appropriate management level.
- Develop and lead an information-gathering and early-warning network to monitor access-related risks, incidents and emerging trends. Information collection supports humanitarian access and operational analysis and follows principles of confidentiality, data minimization, secure information management and protection. Particular attention is given to risks that information collection or sharing may create for staff, communities, sources and interlocutors..
- Consolidate and analyze access-incident data; maintain an access-incident tracking system and produce regular access analysis reports and recommendations.
- Advise the General Coordination and field teams on acceptance strategies, Do No Harm considerations, and mitigation measures for access-related risks, including around politically sensitive topics (e.g., transitional justice) in line with the mission's risk framework.
- Support the design and review of community engagement mechanisms to ensure they remain inclusive and are not captured by local authority figures or used to exclude specific groups, working with the Community Engagement/Health Promotion team.
- Contribute to internal briefings, training and capacity building for staff on humanitarian principles, acceptance, negotiation fundamentals and access protocols.

- Act as a technical resource and c and Provide technical advice and analytical support to the mission's security risk management function, ensuring that access, acceptance and security analysis are coherent and mutually informed. The Advisor contributes access and acceptance analysis to security assessments, while movement approvals and security decisions remain under the responsibility of the designated mission functions. Negotiated access with an actor does not, in itself, confirm that an activity or movement is safe.
- Represent Mdm externally on access-related issues with authorities, other NGOs and relevant coordination bodies (e.g., Access Working Group, Health Cluster, SRH Network), in coordination with the General Coordination and Liaison and Communication Officer.
- Contribute to the preparation of exploratory and assessment missions to new areas from an access, stakeholder and conflict-sensitivity perspective.
- Draft access analysis notes and briefing papers, and contribute relevant sections to donor reports and the country strategy.
- Support after-action reviews following access incidents or disruptions, and feed lessons learned into the mission's access strategy, SOPs and staff briefings.
- Contribute to the drafting and quality review of access-related incident reports, providing analysis and recommendations before submission to Headquarters. The Advisor provides timely analytical input without delaying urgent incident reporting. Reporting lines and escalation responsibilities are clearly defined to ensure timely and consistent information sharing..

Main skills:

- Identify, analyze and qualify a political, conflict and access context, and communicate this clearly to non-specialist audiences.
- Understand and apply humanitarian principles (humanity, neutrality, impartiality, independence) and Do No Harm in day-to-day practice.
- Build and maintain a credible network of stakeholders relevant to humanitarian access.
- Negotiate, take a position, and adapt language and approach to a wide range of interlocutors.
- Analyse and assess risk, including politically sensitive and access-related risk.
- Anticipate, alert on and support the management of access-related crises or disruptions.
- Work in a multi-disciplinary team and coordinate closely with security, programme and coordination functions.
- Draft, adapt and formalise analytical tools, notes and reports relating to access and context.
- Identify capacity-building needs and design/lead related briefings or training sessions.
- Use the Microsoft Office Pack.
- Master the language of coordination (French, English or Spanish).
- Speak the local language, or work effectively through qualified interpretation and translation support.
- Demonstrate sound judgement, discretion and political/cultural sensitivity, including on highly sensitive topics (e.g., transitional justice), consistent with the mission's Do No Harm approach.

Training – Previous professional experience required:

Explanatory note: Occupations are evaluated on the basis of common equivalents, based on both training and acquired experiential knowledge. The level mentioned expresses a minimum level of knowledge required for the job, whether this knowledge is acquired through initial training and/or experience in professional practice.

Level	Training	Professional experiences
VI	None beyond compulsory schooling (age 16)	None

Level	Training	Professional experiences
V	Vocational qualification, school leaving certificate	1–2 years
IV	Baccalaureat level or equivalent	2–4 years
III	Two years of higher education	4–6 years
II	Three or four years of higher education (undergraduate degree, Masters 1, etc.)	7–9 years
I	Five years of higher education (Masters 2, doctorate, etc.)	More than 10 years

Employment conditions

- Type of contract: Employment Contract
- Duration: Until 31/12/2026 – Renewable depending on performance and availability of Funds
- Starting date: ASAP
- Rhythm: full-time
- Location: position based in Damascus with regular field visits to Aleppo
- Related occupation: Category 7, Basic Salary: 348 581 New SYP
- Benefits: Food, Transportation and Medical Allowance. In addition to 13th Month bonus)

Application:

Send a CV and Cover Letter by email to: recruitment.syria@medecinsdumonde.net.

Object of the Mail: SYR/HR/ Humanitarian Access Advisor

Application & all required documents must be submitted in English.

Applications that do not respect these guidelines will not be considered.