
Partnerships and Localisation Adviser (Syria NGO Forum) job description

A job description is a written statement that describes the employee's role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment, job evaluation and grading, goals and performance processes by stating the necessary competencies. It is mandatory for all positions.

Grade:	8
Date approved:	Aug 2026
Reports to:	Country Director
Line management of:	N/A
Technical line to:	NGO Forum Director
Technical Supervision of:	N/A
Duty Station:	Damascus, Syria
Travel:	40 %
Project number:	SWFM2603
Contract type:	Fixed term, renewable based on funding, performance, and need for the position
Duration:	One year

All NRC employees are expected to work in accordance with the organisation's values. To be **dedicated, innovative, inclusive** and **accountable** are attitudes and beliefs that shall guide our actions and relationships. NRC has a commitment to safety and wellbeing and together we build a positive working culture to feel valued, empowered, supported, safe and have a sense of belonging. NRC does not tolerate employees exploiting or abusing people and has zero tolerance to inaction.

Background

The Norwegian Refugee Council (NRC) has been a leading humanitarian actor in the response to the Syria crisis, in Syria and across the region, since 2012. Against a backdrop of conflict, socioeconomic and environmental deterioration, climate change and natural disasters, we provide emergency, transitional, early recovery and resilience programmes to people in need. We lead advocacy to promote unimpeded and sustained access to assistance for people across Syria and we call for increased humanitarian funding, resilience and early recovery support to alleviate the hardships of the Syrian people..

Roles and responsibilities

The purpose of the Partnerships Adviser position is to provide strategic leadership on localisation and partnership strengthening within the Syria NGO Forum, supporting collective efforts to advance locally led humanitarian action and more equitable, principled, and effective partnerships and improve access to quality funding and decision-making opportunities for Syrian civil society organisations including work related to localisation financing, direct funding, risk sharing, indirect cost recovery, and equitable resource allocation. The role will coordinate and facilitate engagement among national and international NGOs, donors, UN agencies, government and other humanitarian stakeholders; lead evidence-based analysis and collective advocacy; and support the development of practical standards, tools, and initiatives that strengthen the leadership, participation, influence, and capacity of Syrian civil society.

The position will also serve as a focal point for localisation and partnership issues, ensuring that Forum priorities are informed by evidence, learning, and stakeholder perspectives, and translating emerging trends, challenges, and opportunities into strategic recommendations and collective action.

Generic Responsibilities

1. Lead and coordinate the Forum's localisation and partnership agenda in alignment with strategic priorities.
 2. Facilitate collective action and collaboration between national NGOs, INGOs, UN agencies, donors, and relevant stakeholders.
 3. Provide strategic advice and technical support on equitable partnerships and localisation commitments.
 4. Strengthen the voice and leadership of Syrian civil society in humanitarian coordination.
 5. Represent the Forum in coordination platforms and policy discussions.
 6. Generate evidence, analysis and learning products.
 7. Support advocacy efforts on locally led humanitarian action.
 8. Develop relationships with members, donors and strategic partners.
 9. Ensure planning, monitoring and reporting of localisation and partnership initiatives.
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Specific responsibilities:

Localisation Leadership

- Lead the development and implementation of the Forum's localisation strategy and annual workplans.
- Convene and coordinate the Localisation Working Group and related task forces.
- Monitor progress against Grand Bargain commitments and analyse localisation financing trends, funding flows, and barriers to direct funding for local actors, and other localisation benchmarks relevant to Syria.
- Support collective efforts to increase equitable access to funding and decision-making opportunities for Syrian organisations.
- Facilitate dialogue between national NGOs, INGOs, donors, UN agencies, GoS, and relevant stakeholders.
- Identify systemic barriers to locally led action and develop recommendations for collective advocacy.
- Support initiatives that strengthen local leadership, participation, and influence in humanitarian decision making.
- Coordinate localisation assessments, research, surveys, and learning exercises.
- Generate evidence and analysis relating to localisation financing and resource allocation.
- Produce briefing papers, position papers, policy notes, and strategic analyses on localisation trends and challenges.
- Promote good practice and exchange of learning among Forum members and partners.

Partnership Strengthening

- Lead the Partnerships Working Group and support members in advancing principled and equitable partnerships.
- Develop partnership standards, guidance, tools, and resources for Forum members.
- Facilitate discussions on direct funding, risk sharing, due diligence, compliance requirements, indirect cost recovery, and responsible partnership practices.
- Support members in identifying opportunities for strategic partnerships, consortium development, and collaborative programming.
- Promote partnership models that strengthen mutual accountability, transparency, trust, and shared decision-making.
- Support increased inclusion of community-based, women-led, youth-led, and other local civil society groups into the Forum discussions.
- Document and disseminate lessons learned and best practices in humanitarian partnerships.
- Engage with donors and coordination bodies on partnership-related policy and operational issues.

Advocacy and Representation

- Serve as the Forum's focal point on localisation and partnership issues.
- Represent the Forum in humanitarian coordination mechanisms, donor meetings, conferences, and external consultations.
- Lead collective advocacy initiatives relating to localisation policies, NGO participation, access to quality funding localisation financing reform, equitable resource allocation, and partnership reform.
- Develop advocacy messages, key talking points, and evidence-based recommendations.

Research and Knowledge Management

- Design and oversee assessments, surveys, consultations, and analytical products.

- Track developments, policies, and emerging trends affecting localisation and partnerships.
- Produce regular updates, reports, dashboards, briefing notes, and presentations for members and donors.
- Analyse donor policies, localisation funding trends, and financing barriers affecting Syrian civil society organisations.
- Produce analytical products related to localisation financing and partnership effectiveness.
- Maintain an accessible repository of tools, guidance, resources, and lessons learned.

Stakeholder Engagement

- Build strong relationships with national NGO networks, member organisations, donors, UN agencies, Working Groups, and other humanitarian actors.
- Facilitate inclusive consultations with Syrian civil society organisations.
- Support collaborative initiatives that increase the visibility and influence of Syrian NGOs.

Critical interfaces

- Syria NGO Forum Secretariat Team
- Syria NGO Forum board members
- Humanitarian Country Team Localisation Task Force members
- Syria Localisation Lab
- Syria NGO Forum constituency, both national and international chamber
- Relevant UN agencies and personnel
- Policy and Advocacy Working Group members
- Humanitarian Access Working Group co-chair

Generic professional competencies

- Master's degree in humanitarian affairs, international development, public policy, political science, social sciences, or a related field.
- A first-level university degree combined with significant relevant experience may be considered in lieu of an advanced degree.
- Minimum 5 years of progressively responsible experience in humanitarian action, NGO coordination, localisation, partnerships, policy, advocacy, or organisational development.
- Demonstrated experience working with national and international NGOs.
- Experience facilitating multi-stakeholder coordination processes and working groups.
- Proven experience producing analytical papers, reports, policy briefs, and advocacy products.
- Experience engaging with donors, UN agencies, and humanitarian coordination mechanisms.
- Strong understanding of localisation debates, partnership practices, and humanitarian reform processes.
- Experience managing strategic relationships and influencing diverse stakeholders.
- Experience analysing donor policies, humanitarian financing trends, localisation financing flows, and barriers to direct funding for local actors.
- Demonstrated understanding of equitable financing and resource allocation discussions within the localisation agenda.

Context related skills, knowledge and experience

- Excellent facilitation, networking, and consensus-building skills.
- Strong analytical and strategic thinking abilities.
- Excellent written and verbal communication skills.
- Ability to represent organisations confidently at senior levels.
- Ability to manage multiple priorities independently.
- Excellent written and spoken Arabic.
- Strong English languages skills.
- Experience conducting research, surveys, and evidence-generation initiatives.
- Experience working in Syria or on Syria-related humanitarian responses.
- Knowledge of the humanitarian coordination ecosystem (preferred).
- Familiarity with Grand Bargain commitments and international localisation frameworks (preferred).
- Understanding of donor compliance frameworks and partnership risk management (preferred).
- Experience facilitating dialogue between local actors, INGOs, UN agencies, and donors (preferred).

- Experience working on localisation financing, partnership reform, or humanitarian financing issues (preferred).

Behavioural competencies

- Planning and delivering results
 - Working with people
 - Analysing
 - Communication with impact and respect
 - Build meaningful relations
 - Act with integrity
 - Empower people
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