

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, Idleb, 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

- Adhere to NRC policies, tools, handbooks, and guidelines in compliance with Donor Regulations and national laws.
- Prepare and develop status reports and follow-up sheets under R&C Manager's Supervision
- Ensure proper filing of documents
- Support the CO with backlog projects and RTA (Ready-To- Audit) folders
- Help in the implementation of systems and procedures to improve compliance with NRC's policies, procedures, and controls.
- Support R& C Manager in Spot Checks in Area Offices

Our Ideal Candidate

- Bachelor's degree in relevant university field.
- knowledge in spoken and written English
- 1 years of experience from working as a Support Function Officer in a humanitarian/recovery context
- Professional knowledge of compliance
- Good computer skills in Microsoft office (MS Excel, Word, and outlook)
- Good Communication and interpersonal skills
- Strong organizational and team work skills
- Good cultural awareness and sensitivity
- Ability to work in basic-intermediate English (written/spoken)

Additional Information

- Duty station: Country Office - Damascus
- Contract: Till the end of June 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 4 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 March 2026.**

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5095357193?link_source_id=2249338128