

Job Title: Livelihood Coordinator

Organization: HAND - Huma Aid & Development

Location: Damascus – Syria

Post On: 23 September 2026

Expiry Date: 22 October 2026

Job Type: Full Time

Job purpose

The Livelihood Coordinator is responsible for coordinating the planning, implementation, and quality assurance of livelihood and economic empowerment activities. The position provides technical guidance to project teams, ensures effective delivery of livelihood interventions, supports beneficiary engagement and market-oriented approaches, and contributes to monitoring, reporting, coordination, and continuous improvement of program activities in line with organizational policies and donor requirements.

Job responsibilities

1. Livelihood Program Planning & Implementation

- Coordinate the planning and implementation of livelihood interventions, including vocational training, income-generating activities, cash-for-work, business support, and other economic empowerment initiatives.
- Ensure activities are delivered according to approved project proposals, work plans, budgets, timelines, and quality standards.
- Support teams in identifying implementation challenges and developing practical solutions to ensure timely achievement of project results.

2. Technical Guidance & Quality Assurance

- Provide technical guidance to project teams on livelihoods, employability, entrepreneurship, market-based programming, and economic empowerment approaches.
- Support the development and use of appropriate tools, guidelines, selection criteria, and procedures for livelihood activities.
- Promote needs-based and market-oriented approaches that contribute to sustainable income opportunities and improved economic resilience.

3. Team Coordination & Field Support

- Coordinate and provide technical support to livelihood staff and relevant project teams to ensure effective and consistent implementation.
- Conduct regular field visits to monitor activities, identify gaps, and provide on-site guidance and follow-up.
- Facilitate coordination among project teams and relevant technical and support functions to ensure integrated program delivery.

4. Monitoring, Reporting & Documentation

- Work closely with M&E teams to track activity progress, outputs, outcomes, and relevant livelihood indicators.
- Contribute to the preparation of timely and accurate narrative, donor, and internal reports.
- Ensure proper documentation and maintenance of program records, beneficiary information, success stories, and lessons learned.

5. Stakeholder & Partnership Coordination

- Coordinate with local stakeholders, community representatives, private-sector actors, training providers, and relevant partners to strengthen livelihood opportunities.
- Support linkages between beneficiaries and available employment, training, entrepreneurship, and market opportunities.
- Represent the organization in relevant coordination meetings and contribute to sector-level discussions when required.

6. Budget, Compliance & Accountability

- Support activity-level budget planning, expenditure monitoring, and efficient utilization of project resources in coordination with finance and project management teams.
- Ensure implementation complies with organizational policies, donor requirements, safeguarding principles, and relevant operational procedures.
- Promote transparency, community feedback, accountability, and responsible engagement throughout livelihood activities.

Qualifications and Experience

- Bachelor's degree in economics, Business Administration, Development Studies, Social Sciences, or a related field.
- 4–5 years of relevant experience in livelihoods, economic empowerment, or related humanitarian/development programming.
- Experience in project planning, implementation, monitoring, coordination, and reporting.
- Experience working with humanitarian or development organizations is highly desirable.
- Previous experience providing technical support or coordinating project teams is an asset.
- Good understanding of humanitarian principles, accountability, safeguarding, and community-based programming.
- Fluency in English (written and spoken) is required.

Skills

- Strong coordination, planning, and organizational skills.
- Good understanding of livelihood and economic resilience programming.
- Strong communication, interpersonal, and teamwork skills.
- Good analytical, problem-solving, and reporting abilities.
- Ability to work effectively with diverse teams, communities, partners, and stakeholders.
- Proficiency in Microsoft Office and relevant reporting and data-management tools.
- Strong commitment to accountability, inclusion, safeguarding, and professional ethics.

You are kindly requested to submit your resume with the title in the subject line " **Livelihood Coordinator** " to the following email address: career.sy@hand.ngo

Applications without the subject name will not be considered.