



Norwegian Church Aid (NCA) is a Norwegian registered non-governmental organization that was founded in 1947 with its headquarters in Oslo, Norway. NCA, being one of the largest aid organizations in the Nordic region, works in more than 30 countries globally with both emergency and development programs to provide assistance to people in need.

NCA works in several sectors, including water, sanitation and hygiene (WASH), gender-based violence prevention, livelihoods and food security, and cash assistance. As an organization, NCA is committed to serving people in need regardless of their religious beliefs, ethnic background, or political affiliation.

Role and responsibilities:

The Administrative Officer will provide day-to-day administrative, coordination, and documentation support to the Damascus office, contributing to the smooth running of office activities and effective internal organization. The role will also support internal and management coordination through meeting organization, documentation, and follow-up, as well as provide practical support to office operations, HR-related administrative processes, and other assigned coordination tasks.

Key Responsibilities:

- Provide day-to-day administrative support to the Damascus office.
- Support the organization of internal meetings, including SMT and other coordination meetings, by preparing agendas, taking and circulating minutes, and following up on agreed action points.
- Maintain organized electronic and physical filing systems, records, correspondence, and official documentation.
- Support document preparation, formatting, scanning, tracking, and archiving.
- Liaise with relevant internal departments to facilitate routine administrative matters.
- Support management in maintaining meeting records, schedules, and key internal follow-up points.
- Support arrangements related to visitors, meetings, staff travel, hotel bookings, and general office coordination.
- Prepare monthly mission orders and provide related administrative follow-up.
- Request and follow up on office and guesthouse supplies and routine office requirements.
- Submit and follow up on Purchase Requests related to office needs.
- Assist with arrangements for office events, staff gatherings, and meetings, including quotations, reservations, and related coordination.
- Provide translation and interpretation support when required.
- Provide administrative support to HR-related processes, including recruitment, onboarding, and staff documentation, as assigned.
- Support expatriate staff with administrative paperwork related to travel and living expense claims.
- Perform other related administrative duties as assigned by the line manager.



Context-related skills, knowledge, and experience:

- Bachelor's degree in Business Administration, Management, English, or a related field.
- 2–4 years of relevant experience in administration, office support, coordination, or a similar role within NGOs, INGOs, or humanitarian organizations.
- Good command of English, both written and spoken.
- Good drafting skills in English, including emails, agendas, meeting minutes, and routine correspondence.
- Good organizational and coordination skills with attention to detail.
- Ability to handle sensitive and confidential information with professionalism and discretion.
- Good interpersonal and communication skills and ability to work effectively with colleagues across different teams.
- Good working knowledge of Microsoft Office applications, particularly Word, Excel, Outlook, and PowerPoint.
- Reliable and organized, with a high level of integrity and good judgment.

Additional Information:

- Employment type: Full-time
- Contract duration: 6 months, with the possibility of renewal based on performance and funding
- Salary: According to NCA's salary scale
- Duty station: Damascus
- Application deadline: is 17 Sep 2026

To apply for this vacancy, please go through the following link:

<https://ncaco.recman.page/job/486075>