
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. Since the start of its activities in mid-2016 in Syria, NRC has provided humanitarian assistance to more than **600,000 people**, particularly in the Governorates of Damascus, Aleppo, Quneitra, Dara'a, Hama, Hassake, and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, ICLA, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes 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:

The purpose of the Shelter Officer position is to ensure effective implementation of **shelter rehabilitation interventions through cash-based modalities**, targeting low to moderately damaged shelters.

Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated Shelter project portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Ensure that projects target project participants most in need, and explore and assess new and better ways to assist
6. Promote and share ideas for technical improvement
7. Maintain a strong gender, age and disability mainstreaming perspective in activity design, especially empowerment of women through capacity building and training
8. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
9. Report any breaches/concerns, in a confidential manner, through NRC reporting channels. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

Our Ideal Candidate:

Generic professional competencies:

- **Minimum 3 years** of experience in shelter programming, with experience in cash-based interventions (CBI).
- **Bachelor's degree** in civil engineering, architecture, or related field.
- Proven experience in shelter rehabilitation and damage assessment.
- Experience working in emergencies or early recovery contexts.
- Documented results related to shelter project implementation.
- Understanding of Sphere shelter standards and safe construction principles.

Context/ Specific skills, knowledge and experience:

- Strong technical knowledge of building rehabilitation techniques for low to moderately damaged structures.
- Experience in linking technical verification with cash disbursement processes.

- Familiarity with market-based approaches and construction cost estimation.
- Experience coordinating with ICLA (HLP), MEL, and cash teams.
- Strong skills in community engagement and communication with beneficiaries.
- Ability to manage high workload and multiple sites in volatile environments.
- Experience identifying and mitigating fraud, quality, and compliance risks in cash-based shelter programmes.
- Knowledge of the Syrian context is an advantage.
- Fluency in Arabic and English, written and spoken.

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Handling insecure environment

What do we offer:

- Duty station: **Damascus, Syria**
- Contract: Project-Based Employment Contract until the end of October 2026 (**Non-renewable**)
- Salary/benefits: According to the NRC's salary scale and terms and conditions

IMPORTANT Considerations:

- This position is open to **Internal and External candidates**.
- Application deadline is **21 April 2026**.
- Candidates who do not provide complete, detailed information in the online application form may not be considered.
- **Applications will be reviewed on a rolling basis as part of our fast-track recruitment process. To ensure full consideration, we strongly encourage you to submit your application as early as possible, ahead of the deadline.**

To apply for this Vacancy, please copy the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5114045362?link_source_id=0