

**Project Manager- Disaster Risk Reduction
Syria – South Area Office (Damascus) with 60% travel to field locations**

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

About the job:

DRC is seeking a highly motivated and experienced Disaster Risk Management (DRR) Project Manager to lead and coordinate DRR programming at the national and field level.

The Project Manager will provide strategic, technical, and operational leadership for the implementation of a 2-year DRR ECHO-funded project in Daraa (with possibility of further expansion to other locations) focused on strengthening multi-hazard early warning systems including population mobility forecasting, DRR and preparedness planning, community-based monitoring and early warning systems, anticipatory and early action, and crisis modifier activation

mechanisms. The role will ensure high-quality implementation, effective coordination with national and local authorities, consortium partners, donors, and technical stakeholders, and achievement of programme objectives in line with donor requirements and humanitarian principles.

The role will be pivotal in expanding DRC's DRR footprint and programming, particularly in anticipatory action, in Syria, ensuring timely, coordinated, and efficient responses to both conflict and climate hazards. He/she will work closely with country teams, local government bodies, and stakeholders contributing to implement DRR as stand-alone and cross-cutting component to enhance preparedness and improve the resilience of communities at risk.

Duties and Responsibilities:

Responsibilities:

Management and Coordination

- Lead the overall planning, management, budget follow up, and implementation of the project, ensuring achievement of objectives, outputs, and outcomes within approved timelines and budgets.
- Develop, oversight, and maintain detailed implementation workplan, budget follow up, procurement plan, etc.
- Undertake regular field visits to plan implementation, monitor quality, ensure community and stakeholder engagement, promote coordination, etc.
- Coordinate project implementation across consortium partners, technical teams, consultants, government counterparts, and local stakeholders.
- Serve as the primary focal point for project governance, ensuring effective coordination among implementing partners and technical working groups.
- Participate as focal person to project coordination and review meetings, technical coordination working groups, partner consultations, etc.
- Maintain regular engagement with relevant ministries, governorate authorities, local councils, humanitarian coordination structures, and technical stakeholders.
- Identify implementation risks and operational challenges and develop appropriate mitigation strategies, timely sharing relevant information with the line manager and the country senior management team.
- Ensure compliance with donor requirements, organizational policies, safeguarding standards, and humanitarian principles.
- Contribute to ensure effective collaboration and accountability.
- Facilitate conflict-sensitive and inclusive approaches throughout programme implementation.

Project Implementation and Technical Supervision

- Provide technical oversight and quality assurance across all project components, i.e. early warning systems and population mobility forecasting, preparedness and DRR planning, community-based monitoring and early warning systems, capacity strengthening, and crisis modifier and anticipatory/early action.
- Facilitate the coordination and supervise the implementation of the activity related to population mobility modelling, mobility projections frameworks and MHEWS integration together with DRC HQ technical team and IOM.
- Contribute to ensure technical coherence between hazard forecasting systems, anticipatory/early action protocols, and mobility projections.
- Support validation and operational use of forecasting products and analytical outputs.
- Supervise and ensure quality implementation of stakeholder mapping, preparedness capacity assessments, gap analysis and baseline assessments.
- Guide development of governorate-level DRR plans and Standard Operating Procedures (SOPs), including the selection of hotspots and validation exercises.
- Supervise establishment and strengthening of community-based monitoring and EWS structures ensuring community engagement and Civilian Self-Protection (CSP) methodologies.
- Supervise development and delivery of Training of Trainers (ToT) packages.
- Coordinate development and implementation of simulation exercises, table-top exercises, drills, and after-action reviews.
- Lead development and operationalization of Crisis Modifier mechanisms, ensuring readiness for trigger-based anticipatory action and early response activation.
- Oversee lessons learned processes and integration of recommendations into protocols and preparedness plans.

Monitoring, Evaluation, Accountability and Learning

- Ensure strong monitoring systems are established across all project components.
- Track project indicators and verify achievement of targets.
- Support documentation of lessons learned and good practices.
- Promote adaptive management and evidence-based decision-making.
- Ensure community feedback and accountability mechanisms are functioning effectively.

Team Management & Capacity Building

- Lead recruitment, supervision, planning, mentoring, and performance management of project staff (line management and technical supervision of IM Specialist, DRR Officers, DRR Assistant).
- Provide capacity building to project team and DRC staff in DRR, AA, etc. as relevant.

Reporting, Business Development and Communication

- Lead preparation and submission of high-quality donor reports, including inception, interim, final, and ad hoc reports.
- Ensure accuracy and quality of quantitative and qualitative reporting.
- Develop and maintain project dashboards, activity trackers, and progress monitoring tools.
- Produce project briefs, technical updates, presentations, meeting minutes, and success stories.
- Support visibility, communication, and knowledge-management requirements.
- Represent the project in donor meetings, technical forums, workshops, and coordination platforms.
- Lead or support development of technical narratives and programme design for future funding opportunities.
- Build and maintain relationships with donors, UN agencies, government institutions, research organizations, and consortium partners.
- Support evidence-based advocacy through dissemination of project findings, lessons learned, and analytical products.
- Represent the organization in relevant technical working groups, task forces, and coordination mechanisms.
- Contribute to positioning the organization as a technical leader in DRR and AA.

Other

- Ensure adherence to DRC national staff policy guidelines and Code of Conduct.
- Ensure compliance with DRC AGD policy and AGD programmatic minimum standards.
- Ensure compliance with the zero-tolerance to Sexual Exploitation and Abuse policy.
- Promote gender equality, inclusion, and protection mainstreaming across project activities.
- Ensure compliance with organizational and donor policies and procedures.
- Contribute to organizational learning, knowledge management, and technical innovation.
- Perform any other duties assigned by the supervisor.

Experience and technical competencies:

Experience and technical competencies: (include years of experience)

a) Essential

- Minimum of 3 years of work experience in disaster risk management, preferably in conflict-affected regions;
- Proven track record of designing and implementing DRR projects, including development of DRR plans, establishment of MHEWS, capacity building, anticipatory action protocols, etc.
- Strong understanding of data-driven decision-making, with experience with displacement forecasting models and early warning systems being a strong asset.
- Excellent stakeholder coordination skills, with an ability to navigate diverse stakeholder groups and drive joint progress to achieve common goals.
- Familiarity with conflict-sensitive programming and the impacts of displacement on vulnerable populations.
- Experience working with International NGO's, UN agencies, line ministries and/or local authorities, preferably in complex emergencies;
- Experience in participatory assessment and community-based monitoring approaches;
- Clear understanding of Core Humanitarian Standards (CHS);
- Experience with capacity building of staff, and in convening and facilitating trainings and workshops;
- Excellent analytical and report writing skills (English);
- Knowledge of gender and protection mainstreaming; a commitment to apply an age, gender and diversity (AGD) approach to monitoring, evaluation, accountability and learning.

b) Desirable

- Excellent interpersonal, communication, and coordination skills, with the ability to work across multiple teams and with diverse stakeholders.

Experience living and working in a cross-cultural, multi-sector, insecure, remote area environment, etc.

Education:(include certificates, licenses etc).

- A bachelor's degree in a relevant field.
- Master's degree in relevant field will be an asset.

Languages: (indicate fluency level)

- English (fluent)
- Arabic (fluent)

In this position, you are expected to demonstrate DRC' five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We offer:

Contract length: 12 Months (The contract may be renewed subject to funding availability and satisfactory performance)

Level: Management- F

Location: **Syria – South Area Office (Damascus) with 60% travel to field locations**

Expected Start date: ASAP

Application process:

Interested? Then apply for this position through the below link:

[**Talentech - Project Manager- Disaster Risk Reduction - Application Form**](#)

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in the same language as this vacancy note. **CV-only applications will not be considered.**

Applications close: **12 Nov 2026**

Need further information?

For further information about the Danish Refugee Council, please consult our website [Syria | Danish Refugee Council](#)

DRC as an employer

By working in DRC, you will be joining a global workforce of around 6500 employees in around 35 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed

to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.