

Norwegian Church Aid (NCA) is a Norwegian registered non-governmental organization that was founded in 1947 with its headquarter 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. Water, Sanitation and Hygiene (WASH) also the Gender Based Violence (GBV) are the main competencies globally for NCA. As an organization, NCA is committed to serve people in need regardless of their religious beliefs, ethnic background, or political affiliation. NCA has been providing humanitarian assistance in the Middle East region for more than ten years and has since 2021 established an office in Damascus, Syria.

### **Role and responsibilities**

NCA is seeking an experienced GBV Officer to support the development, quality assurance, and implementation of NCA Syria's GBV program. The position is based in Damascus, with regular visits to partners' field offices (Rural Damascus, As-Sweida, Dar'a) to ensure interventions are survivor-centered and meet international standards.

The GBV Officer will assist the GBV Manager in monitoring project activities (partners' work plans, case management files, cash trackers) to meet project targets and donor requirements. The role also includes contributing to project development, proposal writing, and providing technical support to partners.

### **Project Management:**

- Support NCA partners' GBV program implementation, ensuring programs are on track and challenges are addressed.
- Oversee partners' use of monitoring tools to track progress based on the program's log frame, MEAL framework, and indicators.
- Monitor partners' work plans, case management files, and cash trackers to ensure resources are used effectively.
- Flag and communicate any issues to the GBV Program Manager for timely resolution.
- Monitor cash requests and approvals for CVA in GBV case management.
- Assist partners with reporting and ensure alignment with donor and NCA requirements.
- Ensure GBV services meet international standards and follow a trauma-informed, survivor-centered approach.

### **Program Development:**

- Contribute to developing GBV tools, policies, and procedures.
- Support GBV assessments, including data collection and report writing.
- Support in project proposal design and development.
- Mainstream protection and GBV across other NCA sectors (e.g., WASH, livelihoods).

### **Representation and Visibility:**

- Represent NCA in relevant cluster meetings and working groups.
- Ensure NCA's GBV programs are visible in humanitarian forums.

**Other:**

- Perform other duties as assigned.

**Education:**

University degree in Social Work, Gender Studies, Social sciences, Psychology, or any related field.

**Experience:**

- A minimum of 3-5 years' experience with a local or International NGOs, in a similar role/with similar responsibilities, including a supervisory position.
- Direct experience in implementing GBV prevention and response programs, including provision of GBV case management services.
- Strong technical knowledge and understanding of GBV approaches and principles, as well as international GBV standards and guidelines.
- Strong skills of, and experience in capacity building and working with partners.
- Experience in proposal and report writing, as well as monitoring and evaluation.
- Strong understanding of overall project cycle management, donor guidelines and following up on program compliance.
- Knowledge of MS Word and Excel.
- Fluency in verbal and written English and Arabic. Ability to write reports, proposals and present information in English.
- Previous experience in working with cash in GBV interventions is an asset.

**Skills:**

- Demonstrating a strong commitment to work within the field of GBV.
- Ability to work cooperatively as a member of a team.
- Ability to independently organize work and prioritize tasks.
- Ability to meet deadlines under pressure.
- Proactive, eager to learn, and highly motivated individual.
- Good communication in English and Arabic (written and verbal).
- Good interpersonal skills and ability to build professional relationships.

**Additional Information**

- Contract period: Six months.
- Salary: According to NCA's salary scale.
- Duty station: Damascus, with regular visits to the partner's field offices.
- Application deadline is on **05, April 2025**.

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

[https://ncaco.recman.no/job.php?job\\_id=422516](https://ncaco.recman.no/job.php?job_id=422516)