

## Protection Officer

Programme - Damascus

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### Main duties and responsibilities:

#### A- Technical Leadership & Quality Assurance

- Provide expert technical guidance on protection principles, International Humanitarian Law (IHL), and relevant frameworks (e.g., IASC Guidelines on Protection in Humanitarian Action, Sphere Standards).
- Ensure all protection interventions are designed and implemented in line with global standards, organizational policies, and donor requirements.
- Lead the development, review, and contextualization of protection tools, guidelines, and

Standard Operating Procedures (SOPs).

- Conduct protection assessments (e.g., rapid protection assessments, safety audits, needs assessments) and use findings to adjust programming.
- Promote integration of protection principles (safety, dignity, access, accountability) across all other sectors (e.g., FSL, WASH, Shelter, Education).

#### B- Program Development & Strategy

- Contribute to the development of protection strategies, project proposals, log frames, and concept notes, ensuring protection-sensitive approaches.
- Identify key protection risks and vulnerabilities within target communities and recommend mitigation strategies.
- Support the design and strengthening of community-based protection mechanisms and functional referral pathways.

#### C. Capacity Building & Training

- Develop and deliver structured training sessions for staff, partners, and community focal points on protection-related topics, including:
  1. Protection from Sexual Exploitation and Abuse (PSEA)
  2. Child safeguarding
  3. GBV risk mitigation
  4. Mainstream Protection
- Provide ongoing mentoring and technical support to protection staff to strengthen capacity and performance.

#### D- Coordination & Representation

- Represent Mission East in relevant protection coordination meetings, including Protection

Cluster and GBV Sub-Cluster at the field and national levels.

- Establish and maintain relationships with local and international actors, government bodies, and community stakeholders.
- Contribute to inter-agency advocacy on critical protection issues affecting affected populations.

### **E- Monitoring, Evaluation, Accountability, and Learning (MEAL)**

- Support the development of protection-specific indicators and contribute to M&E frameworks.
- Ensure high-quality, confidential, and ethical data collection and reporting on protection outcomes and incidents.
- Document lessons learned, challenges, and good practices to inform future programming and learning.

### **F. Reporting**

- Prepare and submit timely and accurate internal reports, donor reports, 5Ws, and sectoral input
- Ensure accurate and confidential documentation of protection cases and beneficiary data.

## **Requirements:**

### **Education**

- Bachelor's degree in **educational psychology, Social Psychology, Psychological Counseling, or Psychiatry** or a related degree.
- A master's degree is an asset.

### **Experience**

- 3–5 years of professional experience in humanitarian protection, human rights, or related sectors, preferably within INGOs.
- Demonstrated experience in technical protection programming, including implementation and oversight.
- Experience in capacity building and delivering structured training.
- Previous experience in complex humanitarian contexts, particularly in the Middle East, is highly desirable.

### **Technical Skills**

- Strong knowledge of IHL, and humanitarian protection standards (e.g., IASC Guidelines, Sphere).
- Practical understanding of PSEA, GBV risk mitigation, Child Safeguarding, and referral mechanisms.
- Excellent analytical and report writing skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); experience with KOBO or other data tools is an asset.

### **Language Skills**

- Fluency in Arabic (written and spoken) is essential.
- Fluency in English (written and spoken) is essential.

### **Core Competencies**

- Strong interpersonal and communication skills.
- Ability to work independently and collaboratively within diverse teams.
- Cultural sensitivity and commitment to gender equality and inclusion.



- Problem-solving and sound decision-making abilities.
- High personal integrity and respect for confidentiality.

### About us

Mission East is an international relief and development organization working in crisis-affected countries in the former Soviet Union, the Middle East and Asia.

We deliver emergency relief during disasters as well as long-term development assistance and are highly committed to our values. We are dedicated to empowering vulnerable individuals and marginalized communities, striving to uplift them from poverty and exclusion. Through direct engagement with those in need and collaborative efforts with local and international partners, we endeavor to enhance the effectiveness, reach, and long-term viability of our aid initiatives.

Together, we are committed to creating positive change and fostering sustainable development for a brighter future.

Visit our home page to [know more about our work](#).

You can also read [this](#) to get insight in how it is to work at Mission East; and you can find us at:

- [Linkedin](#)

### NOTE

- This position is open **to national applicants only**.
- This is a **project-based position** with an initial contract period of **three (3) months**, renewable depending on **performance and the availability of funds**.
- **Female candidates are strongly encouraged to apply**, as we are committed to promoting diversity, inclusion, and equal opportunities for all applicants.
- The vacancy may be **closed earlier than the stated deadline** if a sufficient number of qualified applications is received.

### How to Apply:

[BambooHR Protection Officer](#)