

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 reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, 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, capacity building, 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

Generic responsibilities

- Ensure adherence with NRC policies, tools, handbooks and guidelines.
- Implement delegated ICLA project portfolio according to plan of action.
- Prepare and develop status reports as required by management.
- Ensure proper filing of documents.
- Ensure that projects target beneficiaries most in need and explore and assess new and better ways to assist.
- Maintain a strong gender, age and disability mainstreaming perspective in activity design, especially empowerment of women through capacity building and training
- Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO 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.

Specific Responsibilities:

- Facilitate Legal and general information sessions for project participants and community members.
- Identify and mobilize community focal points to participate in NRC's activities.
- Participate in field visits with ICLA team and other CCs to engage with communities and support activity monitoring.
- Identify the legal needs of returnees and community members and refer cases to NRC's legal team or other service providers as needed.
- Coordinate closely with NRC's ICLA team to ensure accurate and timely identification of legal issues.
- Track, document, and follow up on all referrals with relevant focal points.
- Under the direct supervision of the ICLA team leader and specialist the technical assistant will provide legal counseling and assistance when needed on HLP, Legal identify and employment law.
- Provide beneficiaries with the accompaniment services to the Civil Status and other related institutions where relevant.
- Maintain accurate records and proper documentation of case management, outreach and referrals.
- Provide regular reports on legal trends, challenges, and key observations from the field.
- Report any issues or concerns observed during fieldwork to the supervisor.
- Support ICLA team to Mobilize and build the capacity of community focal points under NRC's area-based approach.

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- Organize and support the provision of training for local partners and stakeholders on legal topics including HLP, Employment law and Legal identity.
 - Represent NRC externally at the area level, maintaining strong relationships with local stakeholders.
 - Perform other relevant tasks assigned by the supervisor

Our Ideal Candidate

1. Professional competencies

These are skills, knowledge, qualifications, and experience that are important for effective performance.

Generic professional competencies:

Generic professional competencies are competencies required by any individual in this or a similar role, in any location in NRC. This includes some that apply to many jobs in NRC:

- Ability to manage and prioritize a varied workload in a rapidly changing work environment
- Previous experience from working in complex and volatile contexts
- Excellent interpersonal skills and good sense of humor
- Fluency in English, both written and verbal

Context related skills, knowledge and experience:

Context-related competencies are the knowledge, skills and experience required because of the context, location and/or current priorities in the role.

- A university degree, social science, or other related field (preferable but not limited to: Law degree)
- At least 2 to 3 years of experience in community/ NGO work.
- Significant experience in delivering information and training sessions.
- Strong organizational and teamwork skills.
- Prior experience of coordination among a team.
- Excellent MS Office computer skills, especially in Word, Excel, Power Point and Outlook

What do we offer:

- Duty station: **Qamishli, Syria**
- Contract: Project-Based Employment Contract until the end of October 2026 **(Non-renewable)**
- Salary/benefits: Grade 4, 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 22 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 link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5114429842?link_source_id=0