
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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idleb, Hassakeh, Qamishli and Raqqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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

1. Adherence to NRC policies, guidance, and procedures
2. Respond to Area Office requests for support on mobile data capture implementation.
3. Build mobile data capture forms as a service for field teams.
4. Maintain a library of forms for common project cycle data capture activities and ensure proper filing of documents.
5. Maintain and implement the protocols required for remote beneficiary engagement.
6. Implement Information Management activities according to the plan of action.
7. Develop a data management system through documentation, implementation, and coordination of standardized information flows.
8. Develop and maintain a reporting system for programme achievements and evidence/
9. Adhere to NRC data protection regulations and other data protection policies.
10. Provide technical support for Information Management across the Country Office and Area Offices, ensuring harmonized IM systems, tools, standards,
11. and practices across NRC Syria.
12. Provide direct supervision and guidance to the IM Technical Assistant and technical support to Area Office IM staff, including work planning prioritization of IM requests, capacity building, and consistent application of agreed IM standards and procedures.

For more details please download the [full JD](#).

Our Ideal Candidate

- Bachelor's degree in information technology, Computer Science, statistics, engineering or other related field
- Minimum 4 years of experience in the development and administration of database and information management systems.
- Experience working on information management and database systems development
- Understanding of data and information needs for program management and decision-making.



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- Solid experience in form design using .xls forms and/or MS Forms;
 - Knowledge of managing data security, including data encryption, user and group management, views, and security modes.
 - Experience in roll out of information management tools, including delivery of user training.
 - High level of English and Arabic language proficiency (speaking, reading, writing).
 - Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access).
 - Experience using Power BI
 - Knowledge of SPSS, STATA, or other similar data analysis and processing tools.
 - Solid background in use of Microsoft Office software package (MS Excel advanced)
 - Strong data interpretation and data presentation skills;
 - Understanding of key privacy and information management ethical concerns and ability to manage information management activities within ethical guidelines;
 - Experience of working in the humanitarian sector is a plus
 - Experience with data analysis and visualization solutions such as MS Power BI, Google Data Studio, and Tableau is required. Knowledge of MS Power BI suite is an advantage.
 - Experience in SQL is an advantage;
 - Experience with GIS tools and software(s) is preferred.

Background in CRM systems, e.g. MS Dynamics, and Salesforce CRM, will be an advantage.

Additional Information

- Duty station: Country Office - Damascus
- Contract: Fixed terms till end of 2027. Renewable, based on funding and performance.
- Salary/benefits: Grade 6 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered**.
- The application deadline is **15 Sept 2026**.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5173021530?link_source_id=0