
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 compliance with NRC policies, guidelines, and donor regulations.
- In close coordination with the ICLA Project Manager, take technical responsibility for implementing ICLA legal activities in line with project targets, donor requirements, and ICLA technical quality standards.
- Line-manage, mentor, and evaluate team members, ensuring effective performance management and professional development.
- Ensure project activities prioritize the most vulnerable project participants as well as gender, age, and disability mainstreaming in all activities, with a focus on empowerment and social cohesion.
- Coordinate with internal teams (PfV, other CCs) and external stakeholders (INGOs, local NGOs, authorities) for integrated programming and referrals.
- Promote and share ideas for technical improvement
- Prepare periodic progress reports and other documents
- Ensure capacity building of project staff and transfer key skills
- Promote the rights of IDPs/returnees in line with the advocacy strategy

Specific Responsibilities:

- As delegated by the Project Manager, TL is responsible for the successful implementation of designated ICLA activities and project targets delivered through direct implementation modality throughout the full project cycle.
- In coordination with the PM preparing weekly/ monthly Workplan, for activities and progress reports; as well as weekly movement plan; and making sure that all staff members are working according to these plans.
- The ICLA Team Leader is also responsible for informing the ICLA Project Manager of any problems in relation to the above in a timely manner and working with her\him and the team to find solutions.
- In close collaboration with ICLA PM, ICLA TL is responsible for supervising ICLA Officers and ICLA Technical assistant providing ongoing mentoring and ensuring performance management. This will include the identification of staff capacity building needs, and leading or coordinating relevant training as well as mentoring staff on legal rights and procedures.
- The ICLA Team Leader, as delegated by the line manager, is responsible for ensuring high- quality monitoring, evaluation, and reporting of NRC ICLA activities.

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- Ensure legal services meet protection standards, particularly in complex cases requiring PfV collaboration.
 - Contribute to legal updates tracking and identify when legal scripts or tools should be updated according due to changes in the Syrian law.
 - Identify gaps in ICLA field programming or new programming modality for ICLA management.
 - As delegated by the PM and in close coordination with the field team, Engage in area-level protection/coordination forums and camp-level meetings in specific context.
 - Support when requested with ICLA procurement plans in coordination with logistics and procurement teams, ensuring quality checks and proper documentation of PRs, bid analysis, and timely delivery of services related to ICLA legal activities
 - Any other assigned tasks.

Our Ideal Candidate

Generic Professional Competencies:

- Bachelor's degree, preferably law, human rights, social studies or related field.
- Minimum 3 years' experience in humanitarian legal assistance activities as ICLA Officer, emergency response or protection programming in Humanitarian and recovery context. Preferably, with knowledge of the Syrian legal framework and Judicial system in regard to Legal Identity and Civil Documentation, Employment Law and Procedures, as well as HLP procedures and practices.
- Fluency in Arabic and English (written/spoken).
- Strong organizational, reporting, and leadership skills.
- The ability to maintain confidentiality, respect, non-discrimination, and safety of project participants.
- Strong ability to organize work, meet deadlines, maintain composure, work independently with limited direct supervision, excel at work under pressure, coordinate multiple tasks, and maintain attention to details.

Context-Specific skills, knowledge and experience:

- Proven technical expertise in ICLA/ protection and Emergency Response.
- Familiarity with Protection principles and standards, preferably with knowledge and experience in child protection, GBV and minority rights.
- Proven knowledge of coordination structures and relevant stakeholders in protection and legal humanitarian sectors.
- Strong communication, negotiation, and interpersonal skills, with the ability to engage effectively with internal and external stakeholders.

Additional Information

Contract period: Up to 31 December 2026, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale **grade 6**, and terms and conditions

Duty station: **Syria, NES, Raqaa.**

To apply for this Vacancy, please copy link below:

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