
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

The Finance Technical Assistant is a member of the Finance team in the Area office. The Finance department is responsible for financial processes and transactions of the organization in a highly challenging and volatile context.

Generic responsibilities

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function
6. Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
7. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.

Our Ideal Candidate:

Competencies are important in order for the employee and the organisation to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

1. Professional competencies

Generic professional competencies:

- At Least 2 years' experience in a finance role as Accountant, Cashier, Finance Assistant.
- Bachelor Degree in Accounting, Business and Administration or finance-related fields.
- Proficiency in Arabic. Good level of English written and spoken.

Context related skills, knowledge and experience:

- Good Excel Skills.
- Knowledge of any accounting system will be an asset.

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environments
- Planning and delivering results
- Working with people
- Analyzing
- Communicating with impact and respect
- Coping with change

What we offer:

- Duty station: Damascus, Syria.
- Contract: Till the end of June 2026. Renewal based on funding and performance.
- Salary/benefits: 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 **8 December 2025**.
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

To apply for this Vacancy, please copy the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5046585845?link_source_id=0