

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, Idlib, Hassakeh, Qamishli and Raqqa

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. Support the CMG and the Country Director (CD) by ensuring:
 - i) That risks in the CO's operations are identified, assessed and controlled effectively; and
 - ii) CO's compliance within high-risk areas/issues, by:
 - identifying such high-risk areas/issues;
 - conducting regular compliance checks on the said areas/issues (e.g. spot checks);
 - reporting regularly to the CD and the CMG on compliance issues; and
 - leading the implementation of compliance improvement measures throughout the CO.
2. Hold the risk management and compliance related CO registers, namely the CO Risk Register, Waiver Register, Recommendations Tracker and Standards Operating Procedures (SOPs) Register.
3. Advise and support in-country function leaders (Head of Support, Area Managers, Head of Programmes, Health Safety and Security Manager) in implementing compliance improvement measures related to high-risk areas/issues.
4. Ensure that SOPs in the CO are aligned with policies and regulations not related to a specific function, are coherent with other SOPs throughout the CO and NRC and follow basic quality principles.
5. Ensure that mechanisms to report, process and respond to complaints on staff behaviour from internal stakeholders (whistleblowing) are in place in the CO and in line with existing NRC requirements.
6. Provide advice, training and support to CO staff on the following: i) Areas of expertise held by the R&C function at HO (i.e. Risk management, compliance, Anti-corruption, Data Protection, Code of Conduct, legal and complaints management) and ii) compliance with regulations not specific to a given function (i.e. SSD, COTER, sanctions).
7. Contribute to the development of NRC's Risk Management framework by documenting lessons learned and best practices in the CO.
8. Management of staff and resources of the R&C function at CO.

Our Ideal Candidate

- Minimum 4 years of experience working in compliance, auditing or risk management functions or working as senior manager in a support function (Finance, logistics, HR), of which 3 years should be manager experience in the humanitarian sector.
- Bachelor's degree in relevant university field (economics, public administration and similar) preferably Internal Audit or Quality Assurance qualification. Master's degree is an added value.
- Documented results related to the position's responsibilities.
- Knowledge and skills in the international regulatory context applicable for INGOs.
- Knowledge and skills in any of the following: safeguarding, accountability to affected populations or Code of Conduct related matters.
- Knowledge about own leadership skills/profile.
- Fluency in English, both written and verbal.

Additional Information

- Duty station: Country Office - Damascus
- Contract: Till the end of December 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 9 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 **11 March 2026**.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5086747402?link_source_id=2249338128