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## **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 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. Adherence to NRC policies, guidance, and procedures.
2. Support overview and maintenance of grants in the portfolio, donor requirements, rules and regulations, and internal and external deadlines.
3. Support and coordinate the development of donor proposals and reports, as well as ensuring donor compliance and quality control.
4. Contribute to and coordinate to the development and revision of funding proposals, budgets, and donor reports.
5. Contribute to PCM procedures and usage of the NRC PCM framework in the response office, including inclusion of cross-cutting programme elements, Finance and MEL structures throughout all stages of the PCM.
6. Support the Grants Manager to continuously improve internal grant management systems.
7. Provide an internal help-desk on donor related issues, including donor rules and regulations, as well as proposal and report writing.
8. Coordinate the development and distribution of internal reports.
9. Support field teams in their engagement with implementing partners as per NRC's Grants Management procedures and relevant donor regulations.
10. Promote the rights of IDPs/returnees in line with NRC's advocacy strategy.

### **Our Ideal Candidate**

- Minimum 3 years of experience from working within technical expertise area experience in related field in grants management including developing reports, concepts notes and donor compliance and relations in the humanitarian sector.
- Bachelor's degree in business management, international relations, Political or Social Sciences, or any other relevant field.
- Experience working in complex environments and with displaced populations.
- Relevant experience from the project management .

- Good understanding of donor rules and regulations.
- Proven skills and experience in report and proposal development and working with multiple donors.
- Experience managing complex donors, such as ECHO, DG NEAR, SDC, GFFO.
- Experience managing a large portfolio of projects, at least 8 projects ongoing at a given time.
- Experience leading a concept note or proposal.
- Experience leading on reporting and project revisions.
- Strong analytical skills (data and financial).
- Excellent written and oral communication skills in English.
- Staff capacity-building experience.

#### **Additional Information**

- Duty station: Country Office - Damascus
- Contract: Till the end of June 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 7 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 **28 March 2026**.

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

[https://23109900.webcruiter.no/Main/Recruit/Public/5094702513?link\\_source\\_id=2249338128](https://23109900.webcruiter.no/Main/Recruit/Public/5094702513?link_source_id=2249338128)