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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. 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 purpose of the Capacity Building Technical Assistant position is to support the effective implementation of activities, in accordance with project documents and relevant NRC and donor guidelines

## **Generic responsibilities**

1. Adhere to NRC policies, tools, handbooks and guidelines.
2. Implementation of field activities: capacity building trainings and general awareness sessions to people and communities in need of state and humanitarian services, including safe identification and referral of cases to other agencies.
3. Implements independently the specific responsibilities, procedures and activities within own function or core competency as delegated.
4. Responsible for organizing and delivery of tasks in line with priorities and standards.
5. Develop and maintain knowledge of the specialist area of work in which technical assistance and support is being provided, in order to be most effective in supporting the team.
6. Use initiative in day-to-day problem solving in line with agreed procedures, priorities and standards for the area of work.
7. Prepare and develop status reports as required by management and ensure proper filing of documents.
8. Promote and share ideas for improvement in your area of expertise.
9. Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
10. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.

## **Our Ideal Candidate:**

### **1. Competencies**

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

#### **1. Professional competencies**

##### **Generic professional competencies:**

- Ability to prioritize responsibilities, carry out multiple tasks simultaneously, and meet deadlines
- Experience working in a humanitarian/recovery context.
- Experience in public speaking and proper training facilitation skills.
- Practical experience in Syrian law and legal issues.

- Strong communication, interpersonal, analytical, and negotiation skills
- Proven skills and experience in report writing.
- Fluency in written and spoken English, and Arabic.

**Context related skills, knowledge and experience:**

- A university degree in law, or other related field.
- Preferably 2 years' experience with NGOs.
- Preferably prior experience of representing an I/NGO.
- Advanced computer skills, especially in Microsoft Word, Excel, PowerPoint, and Outlook.
- Available and ready to travel consistently to the field within North East Syria, and within Syria country as well.

**2. Behavioral competencies**

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioral 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

**Additional Information**

Contract period: Up to one year, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: Central Area Office

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

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