



Risk Education Project Officer (re - announced)

**Risk Education Project Officer
Damascus, Syria**



We are looking for a highly qualified individual to fill-in the vacancy of Risk Education Project Officer to work in Damascus under employment contract.

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Who are we?

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). Protection/community service activities are provided to beneficiaries through 6 Community Centers.

Application due:
1/15/2017

Workplace:
Damascus

Homepage:
drc.ngo

Contract type:
National contract

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About the job

Risk Education Project Officer will provide operational and administrative assistance for the RE project development, coordination, and results monitoring and evaluation. This position requires frequent travels to governorates, where DRC community centers are present.

Duties and Responsibilities

- Represent DRC at relevant workshops/meetings
- Provide technical and administrative support throughout all stages of programming processes.
- Assist in development of Risk Education materials in accordance with prevailing Risk Education situation.
- Conduct monitoring and evaluation of Risk Education activities and report accordingly
- Prepare internal and external reports on project activities in a timely manner and verify compliance with approved requirements and work plan, organizational rules, regulations and procedures and donor commitments.
- Prepare required documentation/materials to facilitate the project review.
- Contribute to the development of Risk Education project goals, objectives, work plan and results-based planning through collection, analysis and reporting of Risk Education and other related information
- Coordinate with relevant sector partners and other DRC sectors to ensure that Risk Education priorities included in the programme activities are adequately addressed.
- Assist in building effective working relationship with government counterparts and other stakeholders through sharing information and knowledge to facilitate project implementation and build capacity of stakeholders to achieve and sustain results in Risk Education program.
- Support drafting of communication and information materials for project advocacy
- Provision of support in capacity building of DRC field staff and local partners

About you

In this position, you are expected to demonstrate DRC' five core competencies:

Striving for excellence: You focus on reaching results while ensuring an efficient process.

Collaborating: You involve relevant parties and encourage feedback.

Taking the lead: You take ownership and initiative while aiming for innovation.

Communicating: You listen and speak effectively and honestly.

Demonstrating integrity: You act in line with our vision and values.

To be successful in this role you must have:

- University degree in Education, Social Sciences or other related technical field.
- Minimum two years of professional experience in program design, administration, monitoring and evaluation or related field.
- Prior or recent experience working with NGO is an advantage
- Speaking, writing, and understanding English & Arabic is a must
- Full respect for client/organization confidentiality is a definite pre-requisite
- Ability to work in a multicultural environment with flexibility and respect for all team members

We offer

DRC will offer the successful applicant a six month contract, renewable dependent on both funding and performance. Salary and conditions will be in accordance with Danish Refugee Council's Terms of Employment for National Staff for the Officer level.

Application process

Interested? Then apply for this position, go to <https://drc.dk/about-drc/vacancies/current-vacancies>, search for this vacancy and click on "Apply for position". All applicants should send a cover letter and an updated CV in the same language as the vacancy note. **Applications close on the 15th of January 2017.**

If you have questions or are facing problems with the online application process, please contact job@drc.dk

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.ngo

The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organisation founded in 1956 that works in more than 35 countries throughout the world. We are the largest humanitarian NGO in Denmark and consistently ranked as one of the world's best NGOs according to Global_Geneva.

We fulfil our mandate by providing direct assistance to conflict-affected populations – refugees, internally displaced people and host communities in the conflict areas of the world. We also advocate on behalf of conflict-affected populations globally on the basis of humanitarian principles and the Human Rights Declaration. Our work and long-term strategies are guided by our five core values: Humanitarian approach - Respect - Independence & neutrality - Inclusion - Honesty & transparency.

You can read more about our vision and work on drc.ngo.

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