

**Finance & Administration Assistant - Community Centers**

Danish Refugee Council, one of the world’s leading humanitarian NGOs, is currently looking for a highly qualified individual to fill-in the vacancy of **Finance & Administration Assistant - Community Centers** to work in Hama under **employment contract**

**Who are we?**

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

**DRC Syria**

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, Livelihoods and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). While Protection/community service activities are provided to beneficiaries throughout our six Community Centers.

**About the job**

 Assist the Protection Officer - Community Center Supervisor in all the administrative & financial tasks.

**Duties and Responsibilities:**

* Follow up with the administrative tasks with the service providers within the center.
* Assist and support the Protection Officer - Community Center Supervisor in the paper work of all financial matters.
* Follow up all the needs and requirements of stores in the center (Stationeries & office supplies)
* Follow up all the needed and required maintenance in the center.
* Responsible for documentation and archiving
* Update the generators’ log book periodically
* Update the inventory list periodically.
* Ensure the accuracy of receiving all the goods/ items in the center
* Ensure that all center’s devices are in good condition and report when it needs maintenance.
* Other related tasks as required from DRC and not mentioned above.

**About you**

To be successful in this role we expect you to have

Required

* University degree (Economic, Business Administration) or equivalent degree.
* A minimum of two years experience in administrative work.
* Good command in both English and Arabic languages.
* Good MS Office computer skills
* The ability to follow up with administrative tasks.

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 DRC’s vision and values.

**We offer**

**Contract Length:**  up to six months 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 Assistant level.

**Due to legal requirements, we are only allowed to consider applicants with Syrian or Syrian Palestinian nationality**

**Application process**

Interested? Then apply for this position, go to

<https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=153422&DepartmentId=19001&MediaId=5>

 And click on "Apply for position".

All applicants must upload a cover letter and an updated CV (no longer than four pages) in English. **Applications sent by email will not be considered.**

Closing date for applications: **the 21st of November 2018.**

**Need further information?**

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