



## Livelihood Field Assistant - Vocational Training

Livelihood Field Assistant – Vocational Training  
Damascus, Syria



We are looking for a highly qualified individual to fill-in the vacancy of Livelihood Field Assistant (vocational training) to work in Damascus under service 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:**  
4/2/2017

**Workplace:**  
Damascus

**Homepage:**  
[drc.ngo](http://drc.ngo)

**Contract type:**  
Non-manager

### About the job

Implement DRC Syria's Livelihoods interventions in the DRC Area of Intervention (AOI) ; focusing on Vocational Training

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### Available vacancies for this position:

Damascus – Jaramana Community Center : 2  
Damascus – Masaken Barzeh Community Center: 1

## **Duties and Responsibilities**

### **TECHNICAL:**

- Deliver Beneficiary Induction Sessions.
- Monitor Trainers' performance and ensure they are delivering within Scope of Work.
- Keep records of Trainers, Beneficiaries, and partner attendance.
- Liaise with Trainers or other partner staff to ensure skills development is monitored and tracked.
- Organize graduation ceremonies, exhibitions, bazaars.
- Followup on beneficiary motivation and engagement including dropouts.
- Pay beneficiaries' transportation allowance; trainers and other partner staff.
- Distribute, and keep records and receipts, for toolkits disbursed.
- Be responsible for relevant activities supplies, assets and products – storage and management.

### **GENERAL:**

- Donors: Understand donor requirements and apply within activity implementation.
- Workplans: Understand, and implement activities agreed workplan/ implementation plan with Field Supervisor.
- Reporting: Produce reporting inputs, per agreed reporting schedule and formats agreed with Field Supervisor; enter beneficiary data into Sigma.
- Delivery of targets: Understand targets agreed with the Field Supervisor.
- Procurement: Liaise with trainers and Field Supervisor to finalize English and Arabic specifications and requirements
- Compliance: Familiarize with, understand and comply with DRC's administrative, logistics & procurement & financial SOPs
- Monitoring: Understand and cooperate with monitoring initiatives; use monitoring tools (including FGDs, questionnaires, etc), and Sigma; produce monitoring reports; amend implementation based on feedback elicited through monitoring and agreed changes with Field Supervisor.
- Selection/targeting: Deliver Livelihoods Counselling to beneficiaries and produce a Livelihoods Plan per beneficiary; understand Livelihood (LLHs) range of activities; fully cooperate with and support rollout of DRC registration tool; receive training on new tools.
- Evaluation, learning and research: engage with field/documentation requirements as agreed with Field Supervisor.
- HR: Monitor the Trainers or subcontractors within the relevant activities.
- Internal cooperation: Regularly update Field Supervisor with support requirements at activity level, activity progress/deviation.
- External representation and coordination: deputize for Field Supervisor, as requested.

## **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.

## **General competencies**

Flexible

Communication

Teamwork skills

Initiative

Result-oriented/accountability

Stress management

Professionalism

Conflict management

To be successful in this role you must have:

- Institution degree in technical field, social or educational counseling, business administration or commerce.
- University degree in relevant field is preferable.
- Excellent computer skills, including Excel.
- Minimum two years of work experience with NGO or initiative in related activities/projects in Syria.
- One year work experience in implementing Livelihoods interventions and business coaching is preferable.
- Fluent spoken and written Arabic is a must.
- Very good spoken and written English
- Fluent spoken and written English is preferred but not essential.
- 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 Service contract scale

### 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 2nd of April 2017.

If you have questions or are facing problems with the online application process, please contact [job@drc.dk](mailto:job@drc.dk)

### Need further information?

For further information about the Danish Refugee Council, please consult our website [www.drc.ngo](http://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](http://drc.ngo).



**The Danish Refugee Council delivers the best solutions - even in the most complex environments**

INSITE



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