

Livelihoods Area Coordinator (National Contract)

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 Livelihoods Area Coordinator to work in Damascus 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.

**About the job**

Operationalize DRC Syria’s Livelihoods Strategy in AoI focusing on different activity tracks, various beneficiary groups in more than one governorate; under more than one project/donor; and with more than one partner.

**This position is based in Damascus with frequent field visits to Rural Damascus and Daraa**

**Duties and Responsibilities:**

* Contribute field knowledge and experience to strategy development process;
* Follow up on strategy implementation in their area after communicating to field staff;
* Understand donor requirements and apply within activity implementation, including communication to field staff;
* Develop and update work plans for allocated targets and implement these in close liaison with field team members;
* Communicate systematic reporting schedule to field staff & consolidate reporting inputs;
* Consolidate, adhere to, and regularly update spending plans/ forecasts, and procurement plans & alert PM when deviating from plan.
* Understand targets and communicate to field staff;
* Implement procurement and expenditure plans;
* Contribute to LLH SOPs development, communication to field staff, and ensure adherence to them;
* Raise feedback/ issues to PM when SOPs are not working and propose solutions;
* Conduct and feedback on field visits in a timely manner and on a regular basis;
* Implement monitoring systems and tools, including regular update of Results Trackers and Sigma (MIS);
* Amend implementation based on feedback elicited through monitoring and agreed changes with PM;
* Advise field staff on use of beneficiary assessment and selection tools;
* Adhere to selection criteria in implementation of activities, support selection processes e.g. panels;
* Ensure completed paper beneficiary assessment and selection tools are consolidated electronically, including on Sigma;
* Participate in evaluation and research exercises as needed;
* Understand evaluation objectives and communicate to/about field staff/ activities/ beneficiaries which/who may be evaluated;
* Ensure documentation is up to date and systematically archived to enable access by evaluators and team members/ management;
* Document lessons learned at project junctures;
* Manage field staff and provide feedback on regular basis;
* Plan recruitment in timely manner; cooperate with and follow up on shortlisting, testing, interviewing, offering, & contracting;
* Keep ongoing record of Performance evaluation and development material, raise CB needs, actively take part in/ facilitate training opportunities;
* Day to day coordination with Ops departments and Programme colleagues and other tasks of similar responsibility.

**About you**

To be successful in this role we expect you to have

Required

* Bachelor degree in Economics, Business Administration, HR, social work/psychology or similar relevant education.
* Excellent computer skills, including Excel.
* Minimum three years of experience with an NGO in related activities/projects in Syria.
* Minimum one year experience in coordinating Livelihoods activities in a position of senior responsibility.
* Fluent in both written & spoken English and Arabic languages.

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.

**Communicating**: You listen and speak effectively and honestly.

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

**We offer**

Contract Length:  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 Coordinator level.

**The resumes will be examined on a rolling basis, early applications are highly encouraged.**

**Due to legal requirements, we are only allowed to consider applicants with Syrian or Syrian Palestinian nationality or for non-Syrians it is required a valid work permit within Syria.**

**Application process**

Interested? Then apply for this position, go to

<https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=150542&uiculture=eng&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 7th of March 2018.**

**Need further information?**

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