



Community Service Program Assistant

Community Service Programme Assistant
Damascus, Syria

We are looking for a highly qualified individual to fill-in the vacancy of Community Service Programme Assistant to work in Damascus under employment contract.

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).

About the job

This job is based in Damascus with regular travel to Daraa, Rural Damascus, Homs, Hama, Aleppo. The Community Service Programme Assistant, in coordination and cooperation with the supporting staff, and supervised by the Community Service (CS) Programme Coordinator, is substantially expected to provide technical and administrative support throughout all the stages of programing process



[▶ Tip a friend](#)
[▶ Print](#)

Application due:
3/12/2017

Workplace:
Damascus

Homepage:
drc.ngo

Contract type:
National contract

 [Apply for position](#)

Duties and Responsibilities

- Assist CS officers in supervising the community centres' monthly payment schedule against planned activities.
- Assist CS officer in Generate/check all needed order requests for the community centres in accordance to the approved and verified payment schedule by the CS programme coordinator.
- Ensure that all submitted order requests are consistent with DRC procedures and updated on the tracker.
- Support CS directors in receiving monthly advances/ payments concerning their respective CC activities.
- Support the CS officers in Ensuring through close monitoring the monthly closing of advances from DRC CCs Coordinators.
- Monitor expenditures and tracking of expenses of CC in close coordination with CS Project officers.
- To handle the office administrative tasks
- To handle corresponds from and to SARC both in Arabic & English
- To do the needed Archiving system for CCs document.
- To handle the needed entering Data (updating the required tracker)
- To handle the needed document translation both in Arabic & English
- Ensuring that All CCs directors are updating inventory lists of the CC on monthly basis.
- To handle the office and CCs logistical needs
- Under the supervision of Cs offices/ coordinator assist the procurement needs of the centres (consumable and activities materials, fuel and updating the needed requirements list.
- Check the monthly consumption of the CCs' materials and requirements against the logbook
- To participate when it needed in the purchasing committees.
- To maintain the needed maintenance tracker and needed follow up with the support team
- To report (verbally) on daily basis to the Cs officer about the pregame progress and challenges
- Support programme coordinator & officers in suggesting solutions for problems encountered with activities, budget and human resources.
- Any other duties relating to the nature of the job as directed by the direct and overall managers.

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:

- Minimum qualification: University degree preferably in Social Sciences or related field
- Minimum one year of professional experience in programme design, administration, monitoring and evaluation or related field.
- Prior or recent working experience with international NGOs or UN agencies is an advantage
- Fluency in both written and spoken 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 Assistant 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 12th of March 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.

Apply for position