

Head of Programme-Syria-based in Damascus-National Position

Deadline:
23-05-2026

Contact person:
Ibrahim Ahmad Ismaeil

Place of Work:
NES

Who We Are

DanChurchAid supports people in the world's poorest countries in their struggle for a dignified life and helps those whose lives are in danger. We intervene with humanitarian aid in disaster-stricken areas, provide long-term support through development aid in poor areas and promote initiatives to create a more equal and sustainable world.

We show leadership and continue a 100-year tradition of hope and action. DanChurchAid is active in Africa, Asia, the Middle East and Ukraine with a presence in 19 countries and works to achieve four global goals: Saving lives, building resilient societies, combating extreme inequality and creating engagement. These goals reflect our work across humanitarian efforts, development and human rights.

Since 2015, DCA has been working in Syria through an integrated, multi-sectoral approach that aims to save lives and build resilient communities in rural areas, urban settings, and informal settlements.

DCA implements activities that include: rehabilitation of private houses, school rehabilitation, distribution of non-food items (NFIs), cash-for-work activities, protection services (psychosocial support, child protection, general/community protection including case management, cash for protection, awareness and prevention, and community protection networks), multi-purpose cash assistance, vocational training and technical education (TVET), and humanitarian mine action (risk education, survey, and clearance).

DCA combines mine action with humanitarian response to support vulnerable communities through a holistic, integrated, and adaptable approach to achieve the greatest possible impact.

Position Objectives

Lead the collective expansion of the DCA Syria Country programme, including the update of the country programme strategy/ theory of change and relevant fundraising strategy in coordination with the Operations Manager and Country Director

Manage, promote, and oversee project progress and quality across all Syria programme teams, grants management, and MEAL departments in partnership with HMA Operations Manager and Country Director

Working with the Country Director, map and grow the DCA Syria partnership with LNAs in all parts of the country

Provide technical backstopping to programme, grants, and MEAL teams as needed

Position General Information

- Position: Head of Programme
- Based in: Damascus
- Reports to: Syria Country Director
- Number of positions: 1

Key Responsibilities

- Lead the development of high-quality proposals in line with DCA and Donor strategies
- Facilitate coordination between programme teams, support teams and MEAL and oversee the monthly project specific follow-up meetings, to monitor project implementation including updating of HR, Procurement, Budget expenditure and forecasting, project work plans, MEAL plans, narrative and lessons learned as well as monitoring of outputs, to ensure the overall implementation of projects in line with donor contractual agreements and DCA's internal policies and processes.
- Lead multi-department project kick-off, periodical review and closeout meetings for all HR projects as well as multi-sectorial integrated HR/MA projects;
- Manage, promote, and oversee project quality across all HR programme teams, grants management, and MEAL departments in partnership with Operations Manager and the Country Director in line with DCA, CHS, and other country and global standards.
- Facilitate the update / development of country strategy, TOC, and subsequent fundraising

strategy;

- Lead and manage DCA's programme teams
- Plan and prioritise work in the team, ensuring a clear division of responsibilities among the team;
- Facilitate collaboration between the programme, MEAL, grants management, operations, and support teams.
- Provide technical backstopping and mentorship to programme, grants, and MEAL teams as needed;
- Build and grow DCA's relationships with local and national actors across Syria, especially new areas of operation
- Build and grow DCA's relationships with local and national authorities
- Represent DCA in coordination structures, localised and global advocacy forums and with donors.
- Act as medium for interdepartmental collaboration including working closely with HQ and technical advisors in facilitating feedback and guidance on project activities, proposals, etc.;
- Act as a member of DCA Syria's Senior Management Team (SMT) and Incident Management Team (IMT)
- Overall responsible for quality assurance of all HR concept notes, proposals and reports submitted to donors in line with country level and international DCA strategy, programme capacity and sector specific international/national technical standards ensuring the integration of previous lessons learned into future programming. Support the programme team (including grants coordinator) in proposal development, reporting processes and fundraising, in collaboration with the Country Director and HOSS Support relationship-building with donors and other stakeholders;

Job Requirements

- University degree in Humanitarian Studies, Social Sciences, or a related field
- Minimum 7–10 years' experience in senior humanitarian programme management in Syria and/or the region, and proven ability to provide consistent line management to a diverse team of programme and project coordinators
- Proven experience in country strategy and Theory of Change development
- Strong background in donor engagement, business development, overseeing bilateral and multilateral donor-funded project management, grants compliance, and MEAL
- Demonstrated leadership of multi-sector rapid onset emergency response in complex contexts
- Experience working with local and national partners and authorities
- Fluency in written and spoken English and Arabic is essential

What We Offer

- A competitive salary package
- 2 days of paid annual leave per month
- Medical insurance coverage
- Training and capacity building opportunities, including access to internal learning resources.
- An interesting and challenging experience addressing humanitarian needs
- Skilled colleagues and comprehensive support
- A positive, respectful, and caring work environment where staff well-being is prioritized.

How To Apply?

- We are an equal opportunity employer and value diversity within our organization.

- All qualified candidates irrespective of age, gender, race, religion or ethnic affiliation are encouraged to apply for the vacancy if they meet the requirements outlined above.
- The candidate must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment, and our Child Safeguarding Policy.
- **Please note that Only short-listed candidates who meet the requirements will be contacted.**
- The closing date for applications is the 23-May-2026