

# Communication Officer-Syria-National

**Deadline:**  
31-12-2025

**Contact person:**  
Ibrahim Ahmad Ismaeil

**Place of Work:**  
NES

- **Who are we?**

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.

- **Position Objectives**

Under the oversight of the Head of Programs, the Job Holder will be based in Raqqa and is responsible for the delivery of a diverse range of high standard internal and external communications and visibility materials through various channels, whilst liaising closely with staff across the Country Programme for inputs as necessary and managing priorities to ensure a timely delivery.

- **Position General Information**

Position: Communication Officer  
Based in: Raqqa  
Reports to: Head of Programs  
Number of positions: 1

- **Key Responsibilities**

Commission inputs and write content from Country Programme colleagues.

Collect, edit, and proofread content.

Explore possibilities for creating accessible, inclusive, and unbiased materials.

Manage a database of documentation, including DCA's own monthly reports, interim, final project reports, and regional humanitarian/contextual update literature for the purpose of producing relevant and up-to-date communications.

Source relevant imagery and media for donor reporting, website postings and communications materials, such as quality success stories, human interest stories, case studies, factsheets.

Commit to producing ethical materials and taking informed consent before taking pictures/videos of our staff and the community members.

Be prepared to support SMT members in the preparation of presentations upon request.

Conduct field visits when needed to collect quality pictures/videos and document the work of DCA teams.

Develop and coordinate editing, translation, design and dissemination of a quarterly newsletter.

Under the supervision of their line manager, liaise with the Communication team in the HQ for training/support as needed.

Maintain DCA Syria's website and social media sites.

Coordinate the production of compelling, regularly updated website content.

Coordinate the production and posting of relevant fresh content on DCA Syria's social media platforms.

Ensure the understanding of the low visibility approach and coordinate with the security team about the level of information that can be shared in country.

Ensure confidentiality about sensitive information related to DCA work in Syria.

- **Job Requirements**

Excellent English Language Skills (Spoken & Written) (mandatory criteria)

Bachelor's degree in Journalism & Media, English Literature or any other related field

Minimum 2 years of experience in communication, media, or reporting roles (mandatory criteria)

Strong writing, editing, and content quality-review skills in English and Arabic (mandatory criteria)

Experience working with NGOs or in humanitarian contexts is strongly preferred.

Managing social media platforms and website content is preferred

Field experience in collecting photos, videos, and human-interest stories is an advantage.

Basic graphic design abilities (Adobe tools, or similar).

Photography and simple video editing skills are an advantage

- **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 31-Dec-2025