

Vacancy Announcement

Position	Economic Opportunities Technical Coordinator	Starting date	September 2026
Location	Damascus, Syria	Type of contract	Fixed term
Contract duration	6 months (renewable)	Security risk level	Risky (3/4)

About Acted

Who we are

Acted works with 19 million people across 43 countries at the intersection of humanitarian, development, climate and environmental programming. We draw on deep contextual knowledge and embrace emerging technologies to save lives, alleviate suffering, and protect and restore our planet. Working in collaboration with a growing ecosystem of local, national and international partners, we pursue one shared objective: a 3Zero World - Zero Exclusion, Zero Carbon and Zero Poverty.

Who we are looking for

You bring the core competencies required for classical humanitarian and development work, alongside an active climate and environmental conscience, and you can navigate the challenges that arise when human and environmental suffering intersect. You have an entrepreneurial mindset: you see opportunities, connect dots, adapt your approach to different environments, and take measured risks in pursuit of results. You balance principles with pragmatism, and ambition with humility.

Position's context and key challenges

After more than 14 years of crisis, Syria continues to face complex humanitarian and recovery challenges. Although 2025 marked the beginning of a new chapter, needs remain acute amid ongoing instability and localized escalations. As of January 2026, it is estimated more than 16 million people require assistance, including more than 7 million internally displaced persons (IDPs) and nearly two million recent returnees. Since late 2024, over 1 million refugees have returned from neighboring countries, with further significant returns expected in the coming year. Despite strong return intentions, conditions for safe, dignified, and sustainable reintegration remain fragile. Damaged housing and infrastructure, limited livelihood opportunities, and inadequate access to essential services - particularly water, electricity, healthcare, and education - continue to drive vulnerability and risk of secondary displacement. Localized insecurity, UXO contamination, governance transitions, and recurring drought and water scarcity further strain already fragile systems.

Since December 2012, Acted has been a key humanitarian and recovery actor in Syria. Based in Damascus since 2025 and guided by its 3ZERO Strategy, Acted implements an area-based, conflict-sensitive, and multisectoral approach that bridges life-saving assistance with early recovery, stabilization, climate adaptation, and long-term resilience. Operating inside and outside camp settings, Acted supports displaced populations, returnees, and host communities to access livelihoods, housing, and essential services, supporting an enabling environment for durable solutions. Through community-driven planning, strong local partnerships, and technical leadership across CCCM (including flexible MSMC modalities), WASH, shelter, agriculture, market recovery, and hydrogeological research to strengthen water governance, Acted delivers integrated, climate-smart responses across Syria.

Key roles and responsibilities

The Technical Coordinator for Economic Opportunities is responsible for the provision of coordination and support as well as strategic planning and technical guidance on activities within the areas of technical and vocational education and training (TVET), enterprise and MSME development, access to finance, private sector engagement, and market systems development. He/She plays a leading role in providing technical inputs to the related programmatic strategies and project development at the local and national level. Moreover, he/she supports the Project Teams, Project Development department and MEAL department in the planning, design, implementation, supervision, and potential expansion/development and administration of technical interventions. He/She

proactively contributes to fundraising by identifying new funding opportunities and proposing new project ideas, approaches and strategies within his/her area of focus.

1. External Positioning

1.1. External Relations

- a) Act as key Acted representative on economic development, TVET and private sector engagement in Syria.
- b) Ensure external representation of Acted in the economic development and private sector for a (or similar spaces), vis-à-vis project stakeholders, including donors and partners
- c) Participate in, react to requests of, and report on economic development technical and sectoral meetings and working groups involving all relevant stakeholders such as donors, I/NGOs, UN Agencies, inter-governmental institutions.
- d) Ensure effective coordination and collaboration with key stakeholders and partners, i.e. NGOs, civil society organizations, community groups, and government counterparts who are working on topics relevant to Acted programming, including TVET and skills development, MSME and enterprise development, financial inclusion and market systems development.
- e) Identify opportunities to collaborate and coordinate efforts with other organizations, research institutions, learning platforms, and formal and informal networks to ensure Acted stays abreast of innovative approaches and our activities build upon – rather than replicate – the work of others.

1.2. Project Development

- a) Collect and analyse and disseminate primary and secondary data related to labor markets, market systems, and private sector development in Syria to support evidence-based project development and anticipate new trends and needs.
- b) Conduct research and maintain relevant networks (research institution, Acted missions worldwide, other I/NGOs, knowledge platforms) to steer Acted's strategy development in economic development program and develop new project ideas, activities and modalities relevant to the current needs identified in the economic recovery and development sector.
- c) Initiate knowledge products and provide technical inputs into the design of studies and needs assessments with strategic value on sectoral needs led by program field teams and/or MEAL teams (e.g., sectoral needs assessments, impact assessments, value chain assessments, labor market assessments and skills gap analyses)
- d) Lead conceptualization workshops for economic recovery and development projects together with relevant program field staff and other relevant TCs to develop evidence-based, context sensitive and locally rooted intervention logics based on that support preparation of relevant project outputs and activities.
- e) Lead design of project proposals (with associated budget recommendations and indicators) and ensure new or adapted projects for the economic recovery and development portfolio focus on maximizing efficiencies, impact and integrated approaches in close coordination with relevant departments and stakeholders (DCD-P, PD, MEAL, etc.)

2. Internal Technical Support and Coordination

2.1. Coordination

- a) Support the development and maintenance of a coherent economic recovery and development strategy across Acted's areas of intervention in Syria, including focus on decent work and employment pathways, TVET, financial inclusion, MSME development, access to finance, and market systems development.
- b) Promote harmonization of approaches and implementation modalities across Acted Syria's multiple field teams, bases and projects by developing and mainstreaming the use of joint guidance materials, and tools, as well as through facilitating opportunities for experience sharing and learning.

- c) Contribute to efficient project implementation by facilitating information flows and coordination on technical aspects between program field teams, MEAL department, and PD department.
- d) Organize internal economic development coordination meetings with relevant Technical Coordinators, project managers and program teams on a regular to mainstream key issues and facilitate information exchange between capital and field level and across capital level.
- e) Lead on the development of a progressive sector strategy in collaboration with the Deputy Country Director – Program and other relevant Technical Coordinators.

2.2. Technical Leadership

- a) Provide technical and advisory support for implementation modalities and methodologies of projects with TVET, enterprise development or market systems components in close collaboration with responsible project coordinators, managers and MEAL staff.
- b) Coordinate the planning, preparation, validation, dissemination and mainstreaming of technical tools related to economic development projects (e.g., technical guidance notes, SOPs, ToRs for consultants and evaluators, ad hoc reports, capitalization reports);
- c) Support the MEAL unit in strategically plan, develop and capitalize on accurate learnings and evidence on the appropriateness, success and potential impact of all sectoral interventions to inform learning, evidence-based decision making, and enhancement of on-going and future projects.
- d) Provide technical support to the project managers and other staff working on livelihoods programming to implement Acted economic recovery and development projects to a high-quality standard (e.g., MERS, ILO decent work standards), and in line with Acted's strategic priorities
- e) Facilitate, where applicable, the planning and integration of sound employment and economic development strategies into Acted WoS area-based programming in coordination with relevant Technical Coordinators to strengthen local economies and employment opportunities
- f) Lead the strategic and programmatic integration, mainstreaming and advancement of economic development based on private sector engagement, market system development and vocational education (TVET); ; and gender inclusion in economic recovery and development approaches, in coordination with the FSL and Economic Recovery & Resilience Technical Coordinator and Country Project Coordinator on linkages to climate adaptation, sustainable agriculture and food systems
- g) Lead the design and technical oversight of access-to-finance modalities for MSMEs and entrepreneurs (e.g., grants and matching grants, revolving funds, and linkages to microfinance institutions and financial service providers), ensuring alignment with Acted's risk and compliance frameworks, donor regulations and the Syrian regulatory context, in coordination with relevant staff.
- h) Disseminate tools, research, best practices and lessons learned internally and externally through publications, networks, working groups, events, and conferences

2.3. Staff Capacity Building

- a) Provide training to project managers and coordinator on sector standards, new activities, and best practices from Acted Global and external resources.
- b) Collect, review, harmonize and validate existing training materials and curricula and initiate development of new materials as needed, including training of key economic development project staff to ensure high standards of capacity building through Acted economic development activities

Required qualifications and technical competencies

- Bachelor's degree required and above; Master's degree in relevant field is an advantage
- Fluent English and Arabic (written and spoken);
- Excellent writing and communication skills;
- At least 8 years' work experience with an INGO or relevant actor in early recovery and/or development context;

- At least 4 years of demonstrated experience in economic development programming (TVET, MSME support, access to finance, market systems, private sector engagement)
- Demonstrated experience in project proposal development and donor engagement
- Strong understanding of market systems approaches and private sector engagement in fragile and transitional contexts;
- Demonstrated experience in coordination and external representation, including working with private sector actors, government counterparts and local partners;
- Familiarity with the humanitarian system and coordination architecture, and ability to understand donor and governmental requirements;
- Experience providing technical guidance, capacity building and training to program teams;
- Direct experience in access-to-finance / financial inclusion programming or private sector partnership building is an advantage;
- Previous work experience in Syria and/or the MENA region is an advantage;
- Excellent writing and communication skills;
- Ability to work under pressure in a high-pace and multi-cultural environment;
- Good organisational and prioritisation skills;
- Strong interpersonal skills;
- Proficiency in Microsoft Office (Excel, Word and PowerPoint);
- Ability to travel across Acted's areas of operation in Syria as required.

Conditions

- Salary between 3300 and 3500€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in Acted guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance
- This position is classified as an **international staff position** under Acted's recruitment framework. Eligibility for an international contract is therefore required.

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: TC/SYR**