



General information

Position title: MENTOR Representative

Location: Damascus, Syria

Duration: Six months

Start date: As soon as possible

Reporting to: Programme Director, and working closely with MENTOR HQ

Closing date: 5 July 2025

Requirements

- Bachelor's degree in public health, International Development, Public Relations, International Relations, or another related field.
- Minimum three years' experience in the humanitarian sector in Syria.
- Proven experience in engaging with government officials, donors, and other key stakeholders.
- Excellent understanding of the Syrian context.
- Strong communication, negotiation, and interpersonal skills.
- Ability to work independently and as part of a team.
- Excellent written and spoken English and Arabic.
- Syrian National.
- Ability to travel within country when needed.
- Strong analytical and problem-solving skills.
- Ability to work under pressure and in a complex environment.
- High level of integrity and professionalism.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes

The MENTOR Initiative is an equal opportunity employer and values diversity in the organisation. We ensure the constant non-discrimination throughout the recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality and strongly encourages candidates from under-represented backgrounds to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply: either LinkedIn or email CV, a letter of motivation and details of three referees (including your most recent employer) to recruitment.tur@mentor-initiative.net

TERMS OF REFERENCE

MENTOR Representative - Syria

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings across countries in Africa, the Middle East and South America. MENTOR is the leading organisation dedicated to the control of malaria and other vector-borne diseases in complex, challenging settings.

MENTOR delivers large scale disease control interventions working with remote and underserved communities affected by emergencies such as conflict and natural disasters. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

MENTOR is recruiting a representative to act as the organisation's focal point in Damascus, Syria, maintaining active engagement with key stakeholders, supporting registration efforts, and ensuring the organisation is represented at relevant coordination fora. This role is crucial for maintaining the organisation's presence in the capital. The role also involves gathering critical contextual data and supporting programme planning through needs assessments. The Representative will work in close coordination with the Programme Director and MENTOR's headquarters to advocate for the organisation and undertake necessary tasks as directed.

Tasks and responsibilities:

Representation and engagement

- Serve as the main representative of MENTOR in Damascus, attending meetings, events, and forums on behalf of the organisation.
- Build and maintain strong working relationships with key stakeholders, including:
 - Governmental ministries and relevant authorities.
 - Legal entities and regulatory bodies.
 - Donors and funding agencies.
 - UN agencies, international and national NGOs, and Health and WASH Sectors.
 - Other relevant civil society organisations and community leaders.
- Present MENTOR's work, achievements, and needs to stakeholders in a clear and compelling manner.
- Submission of clear, concise meeting reports including key decisions, follow-up actions, and opportunities.

Contextual and needs analysis and reporting

- Conduct a comprehensive stakeholder mapping including government bodies, UN Agencies, NGOs, donors, etc. in relevant governorates across Syria.
- Monitor the political, social, and humanitarian context in Damascus and Syria in general and its potential impact on MENTOR's operations.
- Gather information on relevant policies, regulations, and initiatives that may affect MENTOR's work and update the management when needed.
- Conduct health and WASH needs assessments based on insights from field visits, cluster reports, and information shared by relevant stakeholders. Provide comprehensive assessment reports to inform programming.

- Provide regular reports to the Programme Director and MENTOR HQ Programme Manager on stakeholder interactions, key developments in Syria, and any relevant challenges or opportunities.

Advocacy

- Advocate for MENTOR's humanitarian and development objectives with relevant stakeholders.
- Identify opportunities to raise awareness about MENTOR's work and its impact.

Coordination, liaison and admin support

- Facilitate visits and meetings for MENTOR staff and stakeholders in Damascus.
- Support coordination with other humanitarian actors in relevant clusters and working groups.
- Assist with necessary permits, registrations, or other legal requirements in coordination with relevant departments.