
NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hasakeh and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role Specific Information:

The MEL Coordinator is responsible for leading the monitoring, evaluation and learning components of the programme at the Area Office. He/she will establish and implement MEL systems to promote evidence based decision-making, programme and project performance, and internal management. She/He will contribute to quality programming through supporting access to and use of relevant and timely information on programme scale, relevance, and effectiveness. Within this context, he/she will provide technical and capacity building to the Area Office MEL and programme staff by identifying and supporting the implementation of effective, cost-efficient and meaningful MEL systems.

He/She will lead at the area office level in outcome monitoring and learning planning, documentation of project progress and achieved change through monitoring/surveys following established guidelines. For output measurement, she/he will oversee output tracking and reporting, conduct data quality assessments, audits and verify project output data to ensure accuracy and reliability.

What you will do:

1. Line management responsibilities for directly reporting staff, including MEL and Information Management (IM) functions. This includes overseeing the performance management process by setting clear and measurable objectives aligned with job descriptions, conducting regular follow-up and performance reviews, and providing ongoing support to ensure staff development and achievement. Furthermore, responsible for area-level MEL key processes such as workforce planning, recruitment, staff induction, staff development and Duty of Care.
2. Responsible for implementing MEL systems, including MEL Standard Operating Procedures (SOPs), guidance and tools in the area office.
3. Lead on MEL solutions, methodologies and tools for MEL planning, data collection, data analysis, data use, data management, and closely advise area management on quality programming, learning and evidence-based programming.
4. Participate in programme design and proposal discussions and advise on indicators for log frame design and budgeting for MEL.
5. Support the implementation, dissemination and use of evaluations, assessments and monitoring data in programme development, adjustment or review.

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6. Contribute to organisational and Core Competency (CC) learning through supporting specific analysis, lessons learned and reports; Discuss recommendations with line manager and CC leads.
 7. Capacity building and training of programme & MEL staff on MEL technical and conceptual areas.
 8. Lead the development of the project MEL tools, checklists, and data quality checklists, including producing quality reports at the area office level.
 9. Contribute to the design of MEL staffing structure and resourcing, including collaboration with programme staff to identify and plan for MEL needs.
 10. Adherence to NRC policies, and a specific responsibility for the NRC MEL functions policies and procedures.

Please download the [detailed job description](#) to learn more about the position

Our Ideal Candidate

- Bachelor's degree in law. Master's degree focused on international human rights laws is added value.
- Minimum 3 years of experience from a senior level position in programming in human rights and humanitarian research in conflict/post-conflict environments.
- Strong technical knowledge of relevant bodies of international law, including international human right law, international humanitarian law and refugee law.
- Strong experience in drafting legal policy and strategy guidance.
- Experience practicing law, preferably at least 3 years.
- Experience working and coordinating with key stakeholders, including humanitarian coordination mechanisms, human rights actors, academic institutions and UN/NGOs
- Experience of working in stressful, politicized and restrictive environments.
- Strong communication skills and ability to build trust and confidently navigate both internally and externally at different levels.
- Ability to think strategically and constructively and to apply these skills to developing legal and policy guidance.
- Experience in developing and delivering high quality human rights and research methodology training.
- Solid understanding and experience of crisis contexts and working in complex emergencies.
- Fluency in English, both written and verbal

What we offer

- Duty station: Hasakeh, Syria.
- Contract: Till end of June 2026. Renewal based on funding and performance.
- Travel: 30%-40% travel to Raqqa and Qamishli.
- Salary/benefits: Grade 7



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- NRC is an equal opportunities employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, and physical ability.
 - We think outside the box, encourage ideas, and give responsibility to all employees at all levels. You will have many opportunities to be heard and take the initiative.

IMPORTANT Considerations:

- This position is open to internal and External candidates.
- Application deadline is 25 of November 2025.
- Candidates who do not provide complete detailed information in the online application form may not be considered.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5042768175?link_source_id=2249338128