
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, Hassake 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 Monitoring, Evaluation, and Learning Officer at NRC's Syria Area Office will be responsible for leading the Area level implementation of monitoring and evaluation systems for projects as per the CO MEL SOPs. This includes developing data collection tools, conducting field visits to monitor project activities, analyzing data to assess program effectiveness, documenting lessons learned and best practices, leading area level outcome monitoring and assessments with technical guidance from CO MEL Unit.

He/she is responsible for overseeing the timely reporting of project progress and consolidating monthly indicators for all projects and sectors in the Area Office. He/she will liaise with the MEL Coordinator and Country Office MEL Unit to ensure compliance with NRC's CO MEL standards operating procedures (SOPs) and support the implementation of an effective MEL and information management system at the Area level. Additionally, he/she will work closely with assistant staff in the area office to achieve these objectives.

The position-holder will be duty-stationed in Al Hasakah governorate and expected to travel to Hasaka and Raqqa camps.

Generic responsibilities

1. Conduct Area level multi-sectorial needs assessment data collection, including providing enumerators training, filed supervision, data cleaning, and assisting in data analysis.
2. Work as a focal person for the area office level output and outcome reporting, maintaining an appropriate reporting system for programme achievements and evidence.
3. Contribute to organisational learning through the management of output and outcome data, lessons learned and MEL reports.
4. Support facilitation of MEL specific trainings.
5. Ensure compliance with NRC MEL and data policies.
6. Compliance and adherence to NRC policies, guidance, and procedures.
7. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies, and Syria-specific explanatory notes.

Specific responsibilities

- Work with the MEL Coordinator to develop a monthly data collection and verification plan, ensuring that Project participant groups are visited, and reports collected and sent to CO on timely manner.
- Review monthly field reports and provide feedback on data quality, completeness and trends performance analysis before it is sent from the field to the country office.
- Supporting the implementation of the MEL strategy and MEL SOP in the area office, including implementation of RACI matrix at area office.
- Ensuring that all MEL required tools and systems are in place and maintained within the area office (such as the project MEL plan, outcome monitoring plan, monthly indicator tracking table (ITT) reporting) in coordination with MEL

Coordinator.

- Support programme staff in planning for and executing MEL activities, including data collection, data management, analysis and use through the development and use of MEL planning tools.
- Compile the area office progress and achievement for output and outcome data monthly in NRC's Global Output and Outcome Reporting System (GORS) and support development of actualised log frames on a regular basis.
- Design and test data collection tools with support from CO MEL Unit and upload on to NRC Kobo Collect.
- Ensure that the reporting system is used, maintained, and up to standards in terms of managing quality data.
- Provide MEL and information management technical support for area office programme staff.
- Identify monitoring activities based on the need of the area office for improving programme design and learning purposes.
- Support the programmes leads in the implementation of data protection policy.

- Support in documenting lessons learned and best practices at area level.
- Support in the area level assessment process by advising on the suitable methodology, sample size, and selection criteria.
- Provide technical supervision for the MEL Technical Assistants in the area office.
- Conduct routine field visits to ensure data collection quality and MEL ethics.

Our Ideal Candidate

1. Professional competencies

These are skills, knowledge, qualifications and experience that are important for effective performance.

Generic professional competencies:

- **Experience:** A minimum of 2 years of experience in Monitoring, Evaluation, and Learning (MEL) roles, preferably within the humanitarian sector, is required.
- **Education:** A bachelor's degree in a relevant field such as Statistics, Social Sciences, Development Studies, or similar is required.
- **Communication:** Excellent communication skills are essential for this role.
- **Report Writing:** strong report writing skills, with the ability to present data in a clear and concise manner.
- **Training and Capacity Building:** experience in providing training and capacity building of staff in MEL technical and conceptual areas.
- **Project Management:** experience in managing MEL activities for projects, including planning, implementing, and monitoring.
- **Data Analysis:** Proficient in data analysis tools such as Excel or Access and visualization tools such as Tableau or Power BI.
- Strong organizational and team working skills.
- Fluency in English and Arabic both written and verbal.

Context related skills, knowledge, and experience:

- **Sector Knowledge:** data protection principles, international standards, data tech and systems.
- **Language:** Advanced English and Fluency in Arabic are required for this role.
- **Cultural Sensitivity:** Understanding the local culture and customs and being able to work effectively in a diverse environment.
- **Advantage:** Experience in GIS mapping is an advantage

What do we offer:

- Duty station: **Qamishli, Syria**
- Contract: Project-Based Employment Contract until the end of October 2026 (**Non-renewable**)
- Salary/benefits: Grade 5 According to the NRC's salary scale and terms and conditions

Important Considerations:

- This position is open to Internal and External candidates.
- **Application deadline is 22 April 2026.**
- Candidates who do not provide complete, detailed information in the online application form may not be considered.



-
- Applications will be reviewed on a rolling basis as part of our fast-track recruitment process. To ensure full consideration, we strongly encourage you to submit your application as early as possible, ahead of the deadline.

To apply for this Vacancy, please copy link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5114370334?link_source_id=0