
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 and responsibilities

Generic responsibilities

1. Implement activities according to NRC Syria Country Office (SCO) MEL SOP and plan.
2. Ensure proper filing of M&E evidence and documents.
3. Process information and data to address indicator reporting requirements.
4. Support the output and outcome monitoring activities in NES Area Office.
5. Ensure compliance with NRC data policies.
6. Liaise with other units on areas of common responsibility
7. Compliance and adherence to NRC policies, guidance, and procedures.
8. Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies, and Syria-specific explanatory notes.
9. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.

Specific responsibilities

- Contribute to setting the M&E plan for area office in coordination with the M&E Officer.
- Contribute to the implementation of the M&E plan in the area office.
- Contribute to prepare the programmes monthly achievement against indicators and targets and support in reporting figures for actualized log frames when needed.
- Support the Core Competencies' (CC) management to ensure means of verification of activities implementation is collected in a timely manner.
- Regularly monitor and administer output data collected by implementing teams and provide guidance to NRC and partner teams.
- Analyse the available programme data (produce monthly reports, respond to ad hoc requests from supervisors or colleagues, support in compiling other related reports).
- Ensure data quality through implementing regular data quality checks and audits (give feedback to supervisor also in the monthly report about this aspect).
- Provide regular feedback on databases to meet the information needs of project staff and improve the data processing and reporting capacity (share database with relevant people in office in coordination with representative).
- Provide basic training in database use and update for NRC mobile resources (regular feedback, ad hoc trainings on data capture etc).
- Conduct field spot checks and visits, prepare reports based on those.
- Support outcome monitoring in the field and remotely by data collection, support and training enumerators, data cleaning, and analysis.
- Respect the anonymity of beneficiaries approaching NRC and the confidentiality of information received from them.
- Any other reasonable tasks as instructed by immediate supervisor.

Our Ideal Candidate

1. Professional competencies

- University degree (preferably in a relevant field).
- Experience of minimum 1 year with qualitative and quantitative data collection, analysis, monitoring and evaluation, reporting, use of data management techniques.
- Experience in the humanitarian sector (preferable).
- Understanding of key privacy and information management ethical concerns and ability to manage information management activities within ethical guidelines.
- Good computer skills including MS Office (Word, Excel).

Context related skills, knowledge, and experience:

- Fluency in Arabic and very good in English both written and verbal.

Additional Information

Contract period: Up to end of 2026, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale grade 4, and terms and conditions

Duty station: Syria, NES, Qamshili

To apply for this Vacancy, please copy link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5123011100?link_source_id=0