



## Vacancy Announcement

### Job Description:

**Company:** International Medical Corps.

**Job Title:** Monitoring & Evaluation Assistant.

**Contract type:** Full Time.

**Duty Station:** Syria- Northwest Syria

**Number of Vacancies:** 1.

**Application Closing Date:** June 17, 2026, 4:00 PM.

### ➤ **JOB SUMMARY :**

The Assistant, Monitoring and Evaluation (M/E) role is to support the Officer, M/E in implementing the M/E work plan and contribute to achieving and improving the program/project's quality. The Assistant, M/E will follow-up progress and collect data on the effectiveness of planned interventions by collecting and supporting with the data analysis. The M/E Assistant plays an important role in carrying out M/E activities in the field, including field monitoring and verification, baseline and endline assessments, needs assessment and surveys.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

### ➤ **MAIN TASKS AND RESPONSIBILITIES:**

#### **IMC's policies, guidelines, and procedures**

- Apply and adapt existing Global M/E Guidelines, tools, and templates at the relevant stages of the project cycle.
- Actively promote the Prevention of Sexual Exploitation and Abuse (PSEA) standards within IMC and amongst its beneficiaries.
- Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the Code of Conduct, ethics, values, and standpoint with regards to internal and external actors.

#### **M/E System**

- Use data collection tools to gather qualitative and quantitative data at different levels (facility and community).
- Support the M/E department in development of databases for all programs by using available technologies.
- Implement the basic monitoring and evaluation concepts and system in accordance with M/E activities.
- Implement field level M/E activities according to the M/E work plan and support M/E activities, such as post distribution monitoring, data quality audits, surveys/assessments, operational research, etc.
- Perform data entry into electronic databases as needed.
- Support in the implementation of analyses and assessments as required, including data collection and data analysis.
- Support in the translation of tools and data.
- Ensure tools and systems are in place for learning and decision making on the needs of vulnerable groups, including disaggregation of all data by sex, age, disability status, and others.

#### **Data Quality Management**

- Conduct on-site routine data quality audits at different field site/office-levels.

#### **Sampling**

- Implement probability and non-probability sampling techniques as and when appropriate after consulting with manager.

### **Qualitative and Quantitative Techniques**

- Conduct qualitative data collection activities and review data from the field for deficiencies or errors, correct any incompatibilities if possible.
- Regularly perform data cleaning and data quality checks.

### **Mobile and Manual Data Collection**

- Understand the purpose, advantages, and disadvantages of mobile data collection techniques and assist M/E officer in developing tools on mobile data collection platform.
- Collect data using smart phones/tablets.

### **Techniques for Presenting Information**

- Translate qualitative data from mission language to English and back.
- Apply and use basic data visualization skills (use of tables and graphs to represent data and information) for data presentation.

### **Knowledge Management and Learning**

- Promote internal learning by sharing timely feedback from and to the field.
- Process basic data visualization using tables and graphs to represent data and information.
- Support the program/project in documenting the lessons learned.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

### **Required Qualification, Skills, and Experience:**

- ✓ Typically, a diploma in social sciences, international development or similar field, with some experience or background in M/E. An equivalent combination of relevant education and experience may be substituted as appropriate.
- ✓ Typically, 1+ years of experience of data collection and entry with a humanitarian organization and or working with refugees/IDPs in humanitarian settings.
- ✓ Understand the basic monitoring and evaluation concepts and the purpose of M/E.
- ✓ Should be highly computer literate, with a good level of proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
- ✓ Demonstrated experience with database entry and management.
- ✓ Experience in mobile data collection tools.
- ✓ Personal and organizational skills, including time management and the ability to meet deadlines.
- ✓ Excellent understanding of the local context.
- ✓ Ability to follow up with the different departments.
- ✓ Effective communicator, active learner, team player, and able to work effectively across cultures.
- ✓ Demonstrated understanding of data collection methods.
- ✓ Medium-level English proficiency (Speaking – Reading – Writing).
- ✓ High-level MISSION'S LANGUAGE proficiency (Speaking – Reading – Writing).

### **❖ Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

**International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.**

**If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com)**

**Please do not submit your CV or application to this website; it will not be considered for review.**

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY.**

- **This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.**

To apply for this vacancy please click on the following link and fill in the required information:

[Monitoring Evaluation Assistant-Syria \(NWS\)-MEAS-17062026](#)

Alternatively, scan the following QR code by your mobile camera:

