

MEAL Assistant - Aleppo

The position is to be filled by March 2026. Employment/Service location will be Aleppo /Syria. The position is paid according to SG5 (925 USD).

Your Responsibilities :

The MEAL assistant will be in charge of supporting the monitoring of overall projects activities throughout Aleppo, and Idleb governorates, Syria; the projects aims to support the most vulnerable internally displaced people (IDPs) and host communities (HCs) with multi-sectoral components to ease their meeting diverse needs and enhance the resilience. The MEAL assistant will be reporting to the MEAL officer.

The task of the MEAL assistant shall be:

- Conduct field monitoring and process documentation through data collection, gathering information from communities regarding FSL, WASH, and NFI needs.
- Conduct multi-sectoral assessments as required for this or other projects and equip the organization with adequate information to make decisions.
- Conduct data analysis and highlight weak areas during projects implementation - self-implemented or partners.
- Keep track of assessment updates and oversight of field enumerators, if needed.
- In line with Accountability to Affected Populations (AAP), proactively develop and manage feedback and complaint mechanisms according to the local circumstances of the projects.
- Monitor the effectiveness and efficiency of the activities in the field.

- Keep the track of projects' indicators, data accuracy, and desegregation to ensure the projects are implemented towards stated objectives and indicators.
- Produce monitoring and site-visit reports (daily, weekly, monthly).
- Conduct baseline and end-line study of the projects activities.
- Conduct KIIs, surveys, and FGDs.
- Report any case that occurs in the field that might be affected directly or indirectly by activities implemented promptly.
- Any other requested duties by the line manager.

Your profile

- **The position is open to Syrian nationals only and will be based in Aleppo office.**
- **Education:** A Diploma/bachelor's degree in a relevant field from a recognized university.
- **Work Experience:** Minimum of two years or more of professional experience in a similar position, preferably in a non-profit organization.
- **Skills/knowledge:**
 - Experience in using data collection tools such as Kobo toolbox, Akvoflow, or Commcare and visualization.
 - Experience in writing monitoring reports in English.
- **Desired qualification** : Working with WHH for at least one year.
- **Language Skills:** English and Arabic required (written & spoken).

How To Apply :

- **Please send your application/CV in ENGLISH LANGUAGE via our online recruiting system by March 10, 2026.**
- **Arabic CVs will not be considered, and only short-listed candidates will be contacted.**
- **CVs will be reviewed on a rolling basis due to the urgency of filling this position.**
- **We also strongly encourage female candidates to apply**
- **Only applications submitted via the organization's system will be considered for review.**

WHH Application Link : ([MEAL Assistant](#))