



## MEAL Officer - Rural Damascus (Subject to donor approval)

### Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home. The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced. All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

### DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to life-saving humanitarian needs and supporting community recovery until durable solutions can be achieved. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action). With an established rapid response mechanism, DRC can rapidly respond to emerging crises and shocks to meet acute emergency needs. Recognizing the significant need for early recovery and resilience programming to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a durable solution of their choice. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a cross-border, regional response to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.



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 **APPLY FOR POSITION**

**Application due:**  
5/31/2026

**Workplace:**  
Rural Damascus

**Department/Country:**  
Syria

**Contract type:**  
National contract

**Homepage:**  
[drc.ngo](https://drc.ngo)

**ABOUT DRC**

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

**Overall purpose of the role:** The Monitoring, Evaluation, Accountability and Learning (MEAL) Officer will support the effective monitoring, accountability and evaluation of DRC Syria's programme in Rural Damascus, as per MEAL strategy ensuring achievement of MEAL standards and program quality. To this end, the MEAL Officer will be responsible for conducting monitoring visits, supporting program teams in data collection and analysis, tool design and collecting M&E information from field sites and activities for effective information management, accountability and reporting. At least 40% of the time should be dedicated to field visits and activities. While reporting to the MEAL Manager in Country Office, the duty station of this is Area level office.

### **Key Responsibilities and Accountabilities:**

#### **Monitoring**

- Work in accordance to the location-specific MEAL plan, coordinating with the MEAL Specialist as well as other area offices to ensure all activities are completed to the highest quality.
- Participate in the development of M&E tools and guidelines for data collection, collation and reporting (ensuring these are gender sensitive) and that they are translated correctly
- Support the relevant programme team to carry out data collection in accordance with the M&E plan, including use of various monitoring and assessment tools, such as surveys, focus group discussions, interviews, and pre- and post- training questionnaires
- Support the programme team, MEAL Manager, and MEAL Specialist on all field data collection exercises and data management, involving:
  - Recruitment and training of data collectors
  - Carry out and supervise field data collection and data entry
- Gather feedback from beneficiaries and community stakeholders on activity implementation, outcome and impact
- Undertake periodic monitoring visits to project sites to assess progress against agreed MEAL system and indicators and monitor implementation quality and progress
- Update programme indicator performance tracker on a monthly basis in collaboration with program team and assessment of appropriate MoVs.
- Ensure monitoring schedule, data collection targets, and reporting deadlines are adhered to
- Draft and share with the MEAL Manager the daily/weekly/monthly work plan
- Systematically check data for quality, accuracy and consistency, and providing feedback as necessary
- Provide area-specific analysis on findings with support from the MEAL Specialist, and communicate back to programs teams in the areas.
- Report/alert to project team on regular basis on any anticipated project issues, risks and any emerging opportunities and threats to the project implementation, related to this role.
- Co-ordinate with the MEAL Officer in Dar'a, for holistic analysis of MEAL activities in the South Area.
- Provide ad-hoc support to partners for specific tasks based on guidance from the MEAL Manager and MEAL Specialist

#### **Accountability:**

- Support in the roll out of CHS accountability findings/recommendations and share regularly in an appropriate format
- Support collection of beneficiary data through DRC FCRM mechanism, and ensure that feedback is channeled to programme teams and that follow up to beneficiaries is tracked, ensuring adherence to agreed standards
- Uphold the professional standards related to the provision of humanitarian assistance, as well as DRC's Code of Conduct, and ensure their compliance within project activities
- Support in the roll out of trainings of accountability standards such as CHS, SPHERE, PSEA, DRC Code of Conduct etc
- Support the MEAL Manager in developing materials for accountability, Code of Conduct etc.
- Carry out training to identified focal points across all teams on DRC Code of Conduct to beneficiaries, volunteers, &/or service providers

#### **Evaluation, Review, and Learning:**

- Share relevant MEAL findings with programme team in an appropriate format and follow-up their implementation.
- Assist the programme team in documenting lessons learnt and provide support to internal/external reviews, evaluations, and lessons learned exercises have to be conducted.
- Collect best practices and case studies which demonstrate qualitative and quantitative changes over the period.
- Support monitoring reviews and learning events

#### **Reporting:**

- Draft monitoring reports recording results of monitoring activities (progress and quality)
- Participate in analysis of quantitative and qualitative data
- Support the MEAL Manager in presenting the results of the analysis, and share the findings in an appropriate format
- As necessary, contribute requested inputs towards monthly or quarterly donor reports

- Work closely with the grants, program, and information management team to ensure that data collected can be verified, analysed and reported accurately and in a timely manner

#### **Operations:**

- Complete all necessary operations support tasks (relating to role), including related to administration, finances and logistics, in compliance with internal directive and policies as communicated by the MEAL Manager and/or the relevant DRC support departments
- Work closely with enumerators on service contract and provide support as appropriate
- Proactively participate in programme coordination meetings
- Work closely with the programme teams to implement MEAL and reporting; facilitating peer-to-peer learning
- Ensure all MEAL-related data and files are properly organized and stored in the available archival system
- Assist with other duties as required by the MEAL Manager

#### **Experience and technical competencies:**

##### **Essential Experience:**

- At least 2-3 years of experience related to humanitarian assistance, international development, M&E, or social science research
- Demonstrable experience in project/program planning, implementation, reporting, monitoring and evaluation
- Demonstrable experience in producing analytical information products from primary and secondary data sources
- Sufficient knowledge and understanding with humanitarian principles, especially Core Humanitarian Standards and Do No Harm Framework
- Demonstrable experience in training and facilitation skills
- Strong analytical skills, especially in Microsoft Office Suite (good Word and Excel skills essential)
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- Self-motivated and organized with a demonstrated capacity to manage time and personal work plan
- Works well in and promotes teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure well
- Demonstrated ability to handle sensitive issues with discretion and confidentiality along with attention to detail
- Fluent in written and spoken English and Arabic
- Willingness to travel and visit field
- Potential and flexibility of attitude to learn

##### **Desirable**

- Experience using survey and/or database software and tools - statistical package such as SPSS, Stata, or PSCP preferred

#### **Education:**

- Bachelor's degree preferred in a related field of social science, such as anthropology, humanitarian, or development studies.
- Statistical or computer certificates

#### **Languages:**

- Arabic (fluent)
- English (fluent)

*In this position, you are expected to demonstrate DRC' five core competencies:*

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

#### **We offer:**

- **Contract length:** 6 months (Extension based on performance and funds)

- **Salary Level:** H (in accordance with the DRC's salary scale)
- **Location:** Syria - Rural Damascus
- **Expected Start Date:** 1 July 2026

### Application process

Interested? Then apply for this position here: [Talentech - MEAL Officer - Rural Damascus \(Subject to donor approval\) - Application Form](#)

All applicants must send a cover letter and an updated CV (no longer than four pages) **in English**. Both must be in the same language as this vacancy note. **CV only applications will not be considered.**

Applications closes on **31 May 2026**

Need further information? For further information about the Danish Refugee Council, please consult our website [www.drc.org](http://www.drc.org)

### DRC as an employer

By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

**If you have questions or are facing problems with the online application process, please visit [drc.ngo/jobsupport](http://drc.ngo/jobsupport).**

***Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.***



About DRC

DRC Dansk Flygtningehjælp

03:07

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