



MEAL Manager

Temporary, Full-time · Syria-Damascus

General Objective of the Job

The MEAL Manager is leading all monitoring, evaluation, accountability and learning processes in addition to the information management for the Syria/Jordan programme. This role ensures that all MEAL activities are in line with global War Child standards, and that effective processes are built into the project life cycles. The MEALIM Manager offers technical input on the development and improvement of planning, monitoring and evaluation systems including the information and data managementmanages the Country Office MEAL staff who are based in Syria and Jordan, and guides capacity building efforts on these technical areas across operational hubs and for local partner organisations.

Position in the Organisation

The MEALIM Manager reports to the Head of Programme Quality & Development and has line management responsibilities over 2-4 other MEAL staff.

Result Areas

Manage monitoring, evaluation, accountability and learning processes

- Identify the need for and develop new tools in collaboration with the sector-specific Technical Advisors and Implementation teams, to address any gaps in information.
- Manage the implementation of a MEAL system with associated documentation, processes and standards, tools, templates, and databases, to optimise planning, managing, and reporting on policies, programmes and projects, in accordance with WCH Global Monitoring Framework.
- Act as the primary placeholder of MEAL data management through projects and support the team in presenting this on country level through interactive dashboards.
- Maintain, improve, and adapt inclusive accountability channels to support programming that is participatory and responsive to the views of the children and communities we work with.
- Support MEAL and IM staff to develop reports using the information and data obtained, ensuring that these are shared with the team, partners, and communities, to develop feedback loops of information.

- Ensure partners are mentored to lead on projects to ensure work is locally driven/centered.

Manage third-party monitoring and evaluation activities

- Lead on planning for and conducting needs/contextual assessments, reviews and evaluations through third- party monitoring/evaluation entities or partners.
- Manage third party monitoring and evaluation contracts from end-to-end, including procurement, contracting, tools development, delivery of final reports, and dissemination.
- Ensure that third-party quantitative and qualitative findings inform decision-making and planning in the Country Office.
- Provide effective feedback and review for the third-party deliverables.
- Ensure donors endorsement for the planned evaluations and assessment Terms of References.

Training, capacity building and line management

- Manage the Country Office MEAL and IM staff to ensure that project-level data is collected and analysed in a systematic manner, all deadlines are met, and key questions on the projects area addressed through the data collected.
- Support MEAL staff to engage with local partner organisations and build their capacity on MEAL systems and tools and ensure that these are being used in an efficient and effective way throughout the project lifecycle.
- Support the professional development of the MEAL team, engage them in the project cycle and increase levels of input and complexity.
- Host and document learning events for the MEAL team, partner M&E staff, and the wider War Child country office when appropriate.

Advising and informing

- Act as a point of contact for internal and donor/peer agency questions regarding MEAL as an area of expertise (in particular with country Technical, Implementation and Finance teams).
- Contribute to new proposals, develop log frames, and advise on key indicators as outlined by the War Child Global Monitoring Framework, coordination bodies, peer agencies, partner capacities and donor requirements.
- Provide advice, information, and assistance, both on request and on own initiative, for organisational projects, activities, partners, and the associated reporting.
- Lead on the generation of data information for annual reports and plans, internal and external reporting, and budget control.
- Provide guidance to MEAL, project and partner team members on War Child's internal data protection framework which aligns with the EU General Data Protection Guidelines.

Coordination and networking

- Maintain a network of internal and external contacts relevant to the position, represent War Child in relevant technical working groups as needed.

- Grow and nurture a network with stakeholder organisations.
- Initiate and develop exchanges of information and knowledge relating to the MEAL Manager's area of policy. Instructs, informs and advises internal and external stakeholders.
- Participate in donor and partner meetings when required to facilitate information sharing
- Liaise with other War Child M&E colleagues both at the Home Office in Amsterdam and in other country offices to help facilitate the exchange of best practice, tool development, and promote learning.
- Liaise with other thematic experts at War Child to support reaching organizational goals and improving programs.

YOUR PROFILE

Knowledge and Experience

- Relevant academic background (eg: development, research, social science, statistics)
- Demonstrated knowledge of quantitative and qualitative MEAL systems and tools – especially Excel, Kobo, and database management (PHP, MySQL).
- Minimum 5 years active MEAL experience in humanitarian or development programming.
- Proven ability to work productively with a variety of stakeholders to run participatory processes and meet tight deadlines with an emphasis on quality.
- Experience in designing, conducting, and training on qualitative interviews and focus group discussions with vulnerable persons as well as a variety of stakeholders.
- Experience in programming for children and/or experience in methods and methodologies in understanding programme progress and effectiveness for children desirable.
- Experience in data analysis and assessments.
- Commitment to local capacity building and the ability to engage local stakeholders and communities in the project design and implementation.

Skills and Competencies

- Critical thinking and strong analytical skills
- Strong reporting and writing skills – i.e. excellent data interpretation skills and an ability to translate and present complex ideas into simple concepts and graphics/messages, in a convincing and unbiased manner.
- Strong technology skills especially in databases, Microsoft office suite, and OpenAI.
- Ability to identify needs/gaps and work towards solutions.
- Commitment to training, capacity building, and collaboration with local organisations.
- Excellent inter-personal and communication skills, maintaining close working relationships with local authorities, international NGOs, and local NGOs and associations.
- Excellent management skills, teamwork and flexibility.
- Commitment to a high level of confidentiality with sensitive information.

WHAT WE OFFER

- **Location:** The position will be based in Damascus, Syria, with field visits.
- **Contract Type:** This position is offered under a Syrian national contract.
- **Professional Development:** Opportunities for capacity building and growth, both within the role and through War Child's broader network.
- **Meaningful Impact:** The chance to make a tangible difference in the lives of children and families affected by conflict, contributing to long-term, sustainable change.
- **Equal Opportunities:** War Child is an inclusive employer committed to diversity and inclusion, respecting all individuals regardless of age, gender, religion, ethnicity, nationality, or physical ability.
- **Workplace Culture:** War Child is dedicated to fostering a diverse, inclusive, and respectful workplace that prioritizes safety and fairness for all individuals. We strictly prohibit any form of discrimination, harassment, retaliation, or bullying within our organization

Why You Should Apply

- **Make a Real Impact:** Your work will directly contribute to providing quality education to children who need it most, creating lasting change in their lives.
- **Career Growth:** Join a dynamic organization that values your professional development and offers opportunities for learning, growth, and innovation.
- **Collaborative and Mission-Driven:** Work alongside passionate colleagues and partners united in a mission to protect children and help them thrive despite adversity.

How to Apply

Qualified candidates are encouraged to submit their applications by **28 October 2025** using this link: [MEAL Manager - Damascus, Syria | Jobs at War Child Alliance](#).

We are reviewing submissions on a rolling basis, so early applications are strongly recommended.

By submitting your application you certify that all of the statements made in your application are true, complete, and correct and are made in good faith. You understand that falsifying, misrepresenting or intentionally withholding information will be grounds for rejection of your application or withdrawal of any offer of appointment or, if an appointment offer has been accepted, this will be ground for employment sanctions, such as, but not limited to, instant dismissal. In addition, you understand that you need to submit a Criminal Record Certificate and that, if you fail to submit it, no employment relationship can be established.

War Child is an international organisation, and we are committed to be a diverse and inclusive employer, placing human and child rights at the centre of our existence and work. We hire our new colleagues based on their talents, competences and shared values; we do not distinguish them based on their age, gender and gender identity, race, color, ethnicity, religion, culture, sexual orientation, disability etc.

The safety of children and youth is a paramount and essential to War Child's work. War Child has a zero tolerance policy towards any form of abuse. To prevent placing children and youth at any risk this subject is addressed in our recruitment and selection procedures. Moreover, the accepted candidates will be required to state their commitment/ intent to be aware, consider and adhere to the minimum standards applicable in development and humanitarian settings, such as humanitarian values and principles, Sphere Humanitarian Charter, Standards in the Humanitarian Standards Partnership, Core Humanitarian Standard, International Humanitarian Law, Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief and IASC Six Core Principles Relating to Sexual Exploitation and Abuse.

Disclaimer

- Only applications received via our website are processed.
- If we appoint a suitable candidate before the given closing date, we reserve the right to remove the vacancy from our website before that date. In such a case, any responses received after that time are not processed.
- It could be that during our selection process the closing date for the vacancy is extended. If so, and you have not yet heard from us, your application will remain active.

ABOUT US

The War Child Alliance is an international non-governmental organization committed to providing psychosocial support, child protection, youth empowerment programming and quality education to the children affected by armed conflict. We implement evidence-based interventions to empower key stakeholders—including governments, educators, caregivers, and communities—to foster children's wellbeing, education, and self-determination. We work with global teams with team members being based in different locations. War Child is currently operates in: Afghanistan, the Central African Republic, Colombia, DR Congo, Germany, Jordan, Lebanon, the occupied Palestinian territory, South Sudan, Sweden, Syria, Uganda, Ukraine (soon to be registered), and Yemen. We also have offices in the Netherlands and the United Kingdom.

Learn more about War Child and our programmes <https://www.warchild.net/>

Safeguarding and Integrity

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have zero tolerance for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. All (prospective) employees will be expected to be compliant with and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: [Integrity & Safeguarding - Home](#)

Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)

We value diversity and inclusion and are committed to ensuring that all our people and job applicants are treated fairly, irrespective of where, what or whom they were born, or of other characteristics. We want to offer a safe and inclusive workplace where all our people, especially those who are currently marginalised or underrepresented, can be themselves at work. You can read our Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB) policy on our website, and if you have any questions about our commitment to Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB) do get in touch: DEIB.team@warchild.net