
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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idlib, Hassakeh, Qamishli and Raqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role Specific Information

Monitoring, Evaluation and Learning:

- Act as the focal point for all MEL-related matters for the SHF project and provide guidance on the implementation of the project MEL plan.
- Ensure the establishment and maintenance of a joint Means of Verification (MoVs) folder structure among the area offices.
- Conduct spot checks on the quality of Means of Verification (MoVs) across the project teams.
- Conduct regular site visits or when required to monitor activities and ensure data quality.
- In coordination with PDM and MEL manager, develop ToR for internal and external baseline survey as per proposal.
- Support outcome monitoring (PDMs, PIMs, outcome surveys).
- Support the facilitation of learning sessions / after-action reviews with Area Offices.
- Implement Data Quality Assessments (DQA) using NRC standards.
- Ensure compliance with data quality dimensions (accuracy, completeness, timeliness, integrity).

Reporting:

- Ensure review, consolidation, and CO-level monthly Indicator Progress Tracking Table (IPTT) in coordination with the area offices' MEL teams.
- Review, and consolidate monthly, quarterly, and final reporting to the donor on indicator achievement.
- Ensure coherence between the numbers reported in the ITT and the narrative donor reports.
- Act as a liaison between PDM, the MEL team in CO, and the field teams.
- Ensure reports are aligned with SHF reporting templates and timelines.
- Validate consistency across ITT, and narrative reports

Coordination:

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- Coordinate MEL activities across Area Offices to ensure alignment and standardization.
 - Act as a key link between the PDM, MEL Manager/Coordinator, and Area Office MEL teams.
 - Support the design and deployment of data collection tools (e.g., Kobo, ODK, NRC Collect).
 - Perform other relevant duties as assigned by the PDM within the scope of the role.

Our Ideal Candidate

- A university degree in relevant field (Information Systems Management, business administration, computer science, social science or similar) is required.
- At least 2 years' experience in an international NGO preferably in an emergency or post-conflict setting, including M&E capacity and systems development
- Knowledge of principles and current approaches to monitoring and evaluation in relief and development programs, using both quantitative and qualitative methods
- Documented results related to the position's responsibilities.
- Proficiency in spoken and written English and Arabic.

Additional Information

- Duty station: Country Office - Damascus
- Contract: Project based till the end of Oct 2026.
- Salary/benefits: Grade 5 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered**.
- The application deadline is **20 April 2026**.
- **Applications will be reviewed on a rolling basis as part of our fast-track recruitment process. To ensure full consideration, we strongly encourage you to submit your application as early as possible, ahead of the deadline.**

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5113172454?link_source_id=0