



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Manager, Monitoring and Evaluation (M/E).

Contract type: Full Tim.

Duty Station: Northeast Syria (Roving).

Number of Vacancies: 1.

Application Closing Date: June 07, 2026, 4:00 PM.

➤ **JOB SUMMARY :**

The role of the Manager, Monitoring and Evaluation (M/E) is to support better performance and greater accountability by implementing evidence-based program/project management at the field level, to guide and improve performance. The Manager, M/E will provide technical support to the design of methodologies and tools to ensure the availability of clear and accurate information at the program/project level. The Manager, M/E also plays a vital role in data management and quality by designing a M/E system that adheres to the IMC's M/E Global Guidelines, the M/E Minimum Standards for Quality, and the guiding M/E policies and procedures, among others. The Manager, M/E will provide technical support to the program and build capacity in the country Mission through strengthening learning and knowledge sharing across the IMC and with the wider humanitarian community. The role holder will also support project development, including the preparation and management of the M/E budget and project design.

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

- Mainstream the Global M/E Guidelines across all related M/E activities at the field level and ensure the guidance notes for monitoring and evaluation are functional at the field level.
- 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.

Project Design and Planning

- Design and coordinate needs assessment and situation analysis through various approaches (e.g., direct data collection, secondary sources, problem tree analysis, SWOT analysis) and ensure that needs assessment and project design are linked.
- Ensure M/E requirements of the donors during proposal development, such as mandatory donors' indicators and annexes, etc.
- Support to program and M/E team with developing the results framework, theory of change, logframe and M/E plan including indicators for existing and new projects.
- Identify the budget/resources needed for M/E activities of projects.
- Represent the organization in the M/E and Assessment Working Groups promoting a positive image.

M/E System

- In coordination with the Program Team and M/E field Focal Points, establish a reliable participatory M/E framework for the IMC Mission to ensure quality.
- Follow full M/E procedures and operating plans within the mission and develop harmonized data collection tools involving the different stakeholders (project team, partners).
- Develop data gathering strategies and reporting flows for projects in the mission.
- Oversee the collection and timely reporting of data and statistics from the health facilities and other centers.
- Consolidate statistics from Health, Nutrition, WASH, MHPSS, VAWG, and FLS (as applicable) sectors and analyze cross-cutting indicators.
- Collaborate with the M/E and DHIS2 teams at HQ to develop and maintain the data management system including updating, troubleshooting and promptly addressing all problems as they arise
- Implement DHIS2 where appropriate and applicable, control and manage DHIS2 data entry and management.
- Lead the implementation of Satellite-based Tracking and Remote Monitoring (STARM) system
- Lead the Quarterly Country Report process and work closely with technical program leads to aggregate project data at the country level
- Conduct regular site visits or when required to monitor service provision and ensure data quality.

Data Quality Management

- Collaborate with technical staff in data quality maintenance and routine monitoring of programs.
- Assess the quality of collected data for the indicators and ensure that data pitfalls and issues are mitigated.
- Coordinate routine data quality audits conducted in different sites, compile results at the level of a project, and develop action plans to implement corrective measures.
- Manage tools and methods for assessing data quality and security.
- Ensure ethical practices are followed in the collection and management of all data; informed consent practices are used in all interviews, and privacy risks are mitigated in the storage and transfer of data.
- Identify and locate back-up documentation for reporting against indicators.
- Maintain data at the mission level according to IMC's data protection protocols.

Sampling Techniques

- Use proper sampling (probability and non-probability) techniques considering desired power, type of survey or evaluation (e.g., single point or multiple points; baseline vs endline), the objective of the survey or evaluation (e.g., testing for change or getting the point prevalence), and budget limitations.
- Review the sampling approach proposed by an expert/consultant (if applicable).
- Develop the sampling frame and calculate the sample size for surveys, including implementation of donor recommendations for the surveys.

Qualitative And Quantitative Techniques

- Develop and use different qualitative and quantitative methods of data collection, including structured/ semi-structured interviews, key informant interviews, in-depth interviews, group discussions, focus group discussions, and direct observations as an M/E tool.
- Conduct training on quantitative and qualitative techniques for data collection for M/E, program, and interviewers.
- Accounting for social dynamics, manage errors/bias, and strategy to minimize them and to ensure the data collected is representative of populations without power (avoiding over-dependence on community leaders, local authorities, and/or government authorities as primary sources for defining communities' needs and preferences).
- Coordinate the logistics of data collection, data management, and ensure adequate resources are available.
- Develop questionnaires for monitoring purposes and apply the different interview techniques (structured/semi-structured).
- Develop database structures to store and manipulate quantitative data.
- Implement appropriate and recommended survey guidelines
- Conduct regular site visits or when required to monitor and assist partners in the data collection process to ensure data quality.

Mobile And Manual Data Collection

- Determine the appropriate data collection tool based on the purpose, advantages, and disadvantages of mobile data collection techniques.
- Design simple and complex questionnaire using XLS or form builder (Kobo form builder, Ona form builder, etc.)
- Support in installing and configuring mobile data collection tools (OKD collect, Kobo collect, Ona collect, CommCare, etc.) on smartphones or tablets and manage data on mobile servers (Kobo form builder, Ona form builder, etc.)
- Increase the capacity of other staff in developing XLS form and setting up mobile data collection.

Data Analysis, Including Use of Statistical Software

- Apply standard methodologies for the analysis of data to allow for comparison and aggregation across time and the different projects.
- Support M/E and the project/program team on conducting statistical analysis, including descriptive (univariate and bivariate data analysis) and inferential analysis using statistical software.
- Perform qualitative textual analysis and develop topical outlines (coding).
- Triangulate findings from several qualitative and quantitative sources.
- Interpret statistical data for use in decision-making and synthesize quantitative and qualitative information for write-up/reports and decision making.
- Rollout implementation of DHIS2 where appropriate and applicable.

Evaluation Design

- Support in developing TOR for internal and external baseline surveys, mid-term evaluations, final evaluations, and frame the different types of study questions such as barrier analysis, market analysis, and Knowledge, Attitudes, and Practices Surveys (KAP).
- Identify the needed resources for evaluation, such as information, expertise, personnel, instruments, and budget.
- Manage the administrative and logistic process of evaluations involving external evaluators.
- Support in training and supervise data gathering of internal performance evaluation and design and synthesizing the findings from participative evaluation techniques (actively involving affected communities in the evaluation exercises).
- Identify opportunities for formal research using epidemiological methods, such as cohort or case-control studies; collaborate with HQ and technical staff to develop and implement studies according to the country office strategy.

Presenting Information

- Write full narrative reports (needs assessments, internal reviews, progress reports) and executive summaries.
- Present information and 'tell the story' of the project to multiple audiences and decision-makers based on the findings from the analysis and monitoring.
- Verify reports' accuracy and presentation of information, including the use of appropriate graphs and tables.
- Disseminate qualitative and quantitative results using the established dashboard or system as per agreed frequency.
- Report and share evaluation findings to stakeholders.

Management And Leadership

- Support the Country Office in identifying the human resources needs in the M/E department and support in recruitment, onboarding, and training.
- Provide technical supervision and coordination of M/E Officers from field sites.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.

Capacity Development and Training

- Provide training based on identified gaps.
- Provide coaching/mentoring of staff and on-the-job training to improve the skills of the staff in M/E.
- Provide training and on-the-job learning to IMC staff and volunteers based on required skills for M/E activities
- Support program staff with additional training and mentoring on routine monitoring procedures and surveillance techniques.

Knowledge Management and Learning

- Support in developing KML mechanisms and processes for the mission while ensuring these mechanisms are in line with IMC's guidelines
- Establish basic learning systems that incorporate program studies' findings, lessons learned, achievements and gaps, and develop all the tools required to support learning practices.
- Facilitate after-action reviews and lessons learned exercises, including data collected through assessments, surveys and other participative forms of community engagement and feedback collection.

Cross-cutting Themes

Support IMC program staff and management to mainstream critical concepts around sex, age, vulnerability protection, and conflict sensitivity across all projects and programs by:

- Supporting dedicated sex, protection, and conflict sensitivity analyses as may be required by programs.
- Integrating the collection of information related to demographic vulnerabilities and contextual risks (sex, age, vulnerability, environment etc.) into all M/E exercises to provide an evidence base.
- Following up with program teams to utilize findings and strengthen activities in line with sex, protection, and conflict-sensitive approaches.

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 comprehensive.

➤ **Minimum Requirements/Qualifications:**

- ✓ Typically, a bachelor's degree in social sciences, public health, statistics, or international development, with experience or background in M/E, epidemiology, public health, and health information management. Master's level or a higher degree in social sciences, public health, statistics, or international development preferred. An equivalent combination of relevant education and experience may be substituted as appropriate.
- ✓ Typically, 5+ years of relative progressive experience in the field, including minimum of 4 years of applied experience with a humanitarian organization in designing, implementing and overseeing monitoring and evaluation tasks in relevant sectors.
- ✓ Demonstrated experience in managing teams and building staff capacity within complex programming.
- ✓ Experience with M/E approaches for key donors such as USAID, BHA, OFDA, ECHO, EU, DfID, UN, etc.
- ✓ Experience in database design and other tools for information management like DHIS2;
- ✓ Experience in the use of qualitative and quantitative software for data analysis.
- ✓ Experience with mobile data collection platform
- ✓ Able to identify gaps in staff knowledge of M/E concepts and skills and provide training in these topics.
- ✓ Ability to write full narrative reports (needs assessments, internal reviews, progress reports) and executive summaries.
- ✓ Demonstrated understanding of data protection and confidentiality as part of data collection and management practices and ability to respect and maintain confidentiality.
- ✓ Proficiency in Microsoft Office applications, including Word, Excel, Outlook, PowerPoint and Teams.
- ✓ Competency in using statistical software EPI-Info, SPSS, and STATA.
- ✓ Possess the skills in qualitative data analysis software such as MaxQDA, NVivo, Atlas.ti.
- ✓ Possess the skills in mobile data collection software such as Ona, KoboToolBox.
- ✓ Communicate the organizational goals to the team.
- ✓ Support innovation and organizational change when needed.
- ✓ Have analytical, conceptual, and strategic thinking skills.
- ✓ Build collaborative relationships and foster teamwork.
- ✓ High-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

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 and Evaluation Manager- NES \(Roving\)-MEM-07062026](#)

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

