

Monitoring, Evaluation, and Learning (MEL) Team Leader

Danish Refugee Council, one of the world’s leading humanitarian NGOs, is currently looking for a highly qualified individual to fill-in the vacancy of Monitoring, Evaluation, and Learning (MEL) Team Leader to work in Aleppo under **employment contract**

**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 opportunity 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 actively operating in Syria since 2008 mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihoods and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). While Protection/community service activities are provided to beneficiaries throughout our six Community Centers.

**About the job**

The MEL Team Leader is responsible, under the supervision of the Monitoring, Evaluation & Learning Manager, to manage the daily MEL tasks necessary to meet DRC’s internal and donor quality commitments.

**Duties and Responsibilities:**

**Objective 1: Manage MEL tasks to ensure proper follow up of program activities (60%):**

* Support the Program Quality Manager to develop, update, and implement monitoring and evaluation plans across all DRC Syria projects, sectors, and field offices according to donor proposals;
* Carry out and supervise field visits to support program staff in implementing quality activities;
* Coordinate internal reviews and evaluations, including training and logistics of field visits;
* Review quality of information on program results to be shared with donors, and ensure all reports include sex and age-disaggregated data.

**Objective 2: Program Documentation and Learning (20%)**

* Document findings from field visits and review reports to ensure the quality and accuracy of content and recommendations;
* Lead project learning workshops and MEL reviews;
* Proactively identify opportunities for experience capitalization and produce capitalization materials such as case studies and success stories;
* Provide ad hoc support to needs assessments and operational reviews to ensure the different needs and preferences of stakeholder groups (men, women, boys, girls, all age groups, and persons with special needs) are considered in the design and implementation of programs.

**Objective 3: Capacity Building (20%)**

* Develop and implement a program quality capacity building plan for field-based staff;
* Support the Program Quality Manager to carry out training for DRC-Syria program staff on all topics related to MEL and program quality;
* Train the MEL, IM and technical teams on cross-cutting program quality concepts such as protection mainstreaming, gender, disability, Do No Harm & community participation to ensure they are understood and used during implementation;
* Train and coach MEL staff to analyze and document the results of field visits.

**About you**

To be successful in this role we expect you to have

Required

* Bachelor’s degree in social sciences, community or international development, public health, social work or similar.
* A minimum of three years’ experience in humanitarian and/or development work, with at least one year in a position with extensive MEL and / or Information Management responsibilities;
* Minimum one year of experience in either a management or coordination role;
* Training and capacity building experience;
* Demonstrable experience in producing good quality written reports;
* Familiarity with new technologies in MEL and Information Management;
* Good contextual knowledge of the humanitarian response in Syria, including the Humanitarian Needs Overview, Humanitarian Response Plan, and response coordination arrangements;
* Strong IT skills – particularly with Microsoft Office suite (good Excel skills essential).
* Excellent command of spoken & written Arabic language
* Very good command of spoken & written English language

Desirable

* Experience with a statistical package such as SPSS, Stata, or PSPP preferred.

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 DRC’s vision and values.

**We offer**

Contract Length:  up to six months contract, renewable dependent on both funding and performance.

Salary and conditions will be in accordance with Danish Refugee Council’s Terms of Employment for National Staff.

**Application process**

Interested? Then apply for this position, go to

[https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=156546&DepartmentId=19001&MediaId=5](https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=156546&DepartmentId=19001&MediaId=5" \t "_blank)

 And click on "Apply for position".

All applicants must upload a cover letter and an updated CV (no longer than four pages) in English. **Applications sent by email will not be considered.**

Closing date for applications: **the 18th of July 2019.**

**Need further information?**

For further information about the Danish Refugee Council, please consult our website drc.ngo.