



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Information Management Officer.

Contract type: Full-time.

Duty Station: Syria (Idleb Office).

Number of Vacancies: 1.

Application Closing Date: July 13, 2026, 4:00PM.

➤ **JOB SUMMARY :**

The Information Management Officer will be the main focal point for developing data collection tools, expanding data management systems, developing dashboards, providing data analysis, and supporting reporting efforts of MHPSS and Protection activities. To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

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➤ **MAIN TASKS AND RESPONSIBILITIES:**

- ❖ Periodic assessment (initial assessment required) of the data management systems used by the country mission against the up-to-date technologies and IMC/Donor requirements. Conduct periodic Data Quality Audits/Assessments (DQA) to provide recommendations and solutions for any highlighted gaps.
- ❖ Work in accordance with approved SoPs for data management procedures (from data collection to the final reports) in consultation with MEAL and program teams.
- ❖ To participate in the development/ update of the required data collection tools, and ensure that they meet IMC and Donor guidance (whenever applicable) in consultation with MEAL and program teams.
- ❖ Provide technical support, maintenance, and upgrades of the data collection systems and tools, including all program and MEAL databases and systems
- ❖ Develop/update the existing analytical dashboards to meet programs' needs whenever required.
- ❖ Provide the required capacity building for data collection staff, and other relevant staff on the tools and system as required in consultation with MEAL and program departments.
- ❖ Coordinate with relevant program staff to ensure timely and complete use of the deployed systems to manage beneficiary and monitoring data.
- ❖ Ensure all systems have proper backup solution (cloud based) that are accessible anytime by the relevant staff
- ❖ Ensure security of the data collection systems from unauthorized use or manipulation. And ensure organizational shared filing systems are up to date and compliant with proper documentation processes
- ❖ Supports the centralization and geographic mapping of program and perform the required analysis to inform high-level decisions and strategy.
- ❖ Supports and contributes to grant reporting and program development in coordination with Grants and Programs teams.

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 all inclusive.

➤ **MINIMUM QUALIFICATIONS :**

- ✓ Bachelor's degree in information technology, statistics, computer engineering, computer science or similar.
- ✓ Desirable, Master's degree in the same fields.
- ✓ At least 3 years experience in developing and managing information systems

- ✓ At least 2 years of experience in NGOs. Desirable, Experience working with INGOs (MEAL).
- ✓ Proven skills in analyzing statistical information.
- ✓ Advanced Excel skills required (e.g., pivot tables, functions, etc.).
- ✓ Experienced with XLSforms development
- ✓ Full proficiency in spoken and written English and Arabic.
- ✓ Desirable, Experienced with analytical software such as SPSS, EpiInfo6, STATA, etc. Experienced with DHIS 2
- ✓ Ability to work under pressure and in a dynamic environment
- ✓ Good attention to detail

➤ **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.

- **Note: 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:

[Information Management Officer- Syria \(Idlib\)-IMO-13072026](#)

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

