
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, Idleb, 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

Information Management Systems and Database Management

- Support the development, maintenance, and improvement of NRC Syria Country Office Information Management systems and databases.
- Maintain and update programme tracking systems for monitoring output and outcome indicators, targets, achievements, and evidence across all Core Competencies.
- Upload, verify, and update project information, indicators, and targets within NRC's Global Output and Outcome Reporting System (GORS).
- Support the integration, harmonisation, and management of multiple programme and MEL/IM databases within the Syria Country Office IM architecture.
- Ensure proper documentation of data management processes, metadata, version control, and system user guidance.
- Support troubleshooting and user support for IM systems and NRC KoBo Collect platforms used by programme and MEL teams.

Data Collection, Analysis, Reporting, and Visualisation

- Develop and maintain digital data collection tools using Kobo Collect and other approved platforms.
- Provide technical support to Area Office and Country Office teams on digital data collection systems and troubleshooting.
- Extract, clean, validate, and analyse programme and MEL data from IPTTs (Indicator Progress Tracking Table), GORS, assessments, monitoring systems, and other databases.
- Support the automation and digitisation of reporting and data management processes across NRC Syria operations.
- Support the development of dashboards, charts, maps, visualisations, and information products using Power BI and other approved visualisation platforms.
- Provide support to the Area Office for the 5Ws/ActivityInfo reporting.
- Support secure data storage, access management, user permissions, encryption practices, and backup procedures.
- Deliver user support and basic training on Kobo, Power BI, GORS, Excel-based tools, and other IM platforms.
- Support cluster reporting requirements, including ActivityInfo, service mapping, monitoring reports, and information-sharing products.
- Act as an IM focal point for internal coordination and external IM-related engagements as delegated by the IM Team Leader.
- Support additional programme and IM-related initiatives as assigned by the Country Office IM Team Leader.
- Other activities agreed with the IM TL.

Our Ideal Candidate

- University degree (Bachelor's), preferably within Information Technology, Computer Science, statistics, or other related fields of study
- Experience from working on information management and database systems development
- At least 2 years of experience in the development and administration of database and information management systems Understanding of data and
- information needs for programme management and decision making

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- Previous experience from working in complex and volatile contexts
 - High-level English and Arabic language proficiency (speaking, reading, writing). Business English is a plus.
 - Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access)
 - Experience using Power BI is preferable. Knowledge of GIS, SPSS, STATA, Epi Info or other data processing tools is

Additional Information

- Duty station: Country Office - Damascus
- Contract: Till the end of Dec 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 4 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 **4 June 2026**.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5133716852?link_source_id=0