

MEAL Assistant /Aleppo

The position is to be filled by August 2026. Employment/Service location will be Aleppo /Syria. The position is paid according to SG5 (925 USD).

Your Responsibilities

Overall Role:

The MEAL assistant will be in charge of supporting the monitoring of overall projects activities throughout Aleppo, Idleb, and Hama governorates, Syria; the projects aims to support the most vulnerable people with multi-sectoral components to ease their meeting diverse needs and enhance the resilience. The MEAL assistant will be reporting to the MEAL officer. The task of the MEAL assistant shall be:

- Conduct field monitoring and process documentation through data collection, gathering information from communities regarding the projects being implemented in the targeted areas.
- Conduct data collection for different assessments as required such as MSNA, RNA, PDM, PIM etc.
- Conduct data cleaning, data analysis and report findings- self-implemented or partners.
- Train and lead field enumerators, if needed.
- Collect, enter, process and follow up the complains from WHH different channels and partners of projects.
- Conduct onsite monitoring and produce site-visit reports (daily, weekly, monthly).
- Conduct KIIs, surveys, and FGDs.
- The duty will be field base more that office % (80/20).
- Any other requested duties by the line manager.

Required Qualifications:

The position is open to Syrian nationals only and will be based in Aleppo office.

- A Diploma/bachelor's degree in a relevant field from a recognized university or the equivalent of two years or more of professional experience in a similar position, preferably in a non-profit organization.

- **Skills/knowledge:**

Experience in using data collection tools such as Kobo toolbox, Akvoflow, or Commcare and PBI visualization.

Experience in writing monitoring reports in English.

- **Desired qualification**

Working with WHH for at least one year.

- **Language Skills:** English and Arabic required (written & spoken).

The MEAL assistant will be obliged to maintain confidentiality regarding all information obtained in the course of his/her work during the employment at Welthungerhilfe and thereafter.

Only short-listed candidates will be contacted. Welthungerhilfe reserves the right to fill in the position before the deadline due to urgency.

How To Apply :

- Please send your application/CV in ENGLISH LANGUAGE via our online recruiting system by August 6, 2026
- CVs will be reviewed on a rolling basis due to the urgency of filling this position.
- We encourage female candidates to apply
- Only applications submitted via the organization's system will be considered for review.

WHH Application Link : **MEAL Assistant /Aleppo**