NRC NORWEGIAN REFUGEE COUNCIL

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. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programs work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role and responsibilities

Generic responsibilities

1. Conduct Area level multi-sectorial needs assessment data collection, including providing enumerators training, filed supervision, data cleaning, and assisting in data analysis.
2. Work as a focal person for the area office level output and outcome reporting, maintaining an appropriate reporting system for programme achievements and evidence.
3. Contribute to organisational learning through the management of output and outcome data, lessons learned and MEL reports.
4. Support facilitation of MEL specific trainings.
5. Ensure compliance with NRC MEL and data policies.
6. Compliance and adherence to NRC policies, guidance, and procedures.
7. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies, and Syria-specific explanatory notes.

Specific responsibilities:

1. Work with the MEL Coordinator to develop a monthly data collection and verification plan, ensuring that Project participant groups are visited, and reports collected and sent to CO on timely manner.
2. Review monthly field reports and provide feedback on data quality, completeness and trends performance analysis before it is sent from the field to the country office.
3. Supporting the implementation of the MEL strategy and MEL SOP in the area office, including implementation of RACI matrix at area office.
4. Ensuring that all MEL required tools and systems are in place and maintained within the area office (such as the project MEL plan, outcome monitoring plan, monthly indicator tracking table (ITT) reporting) in coordination with MEL Coordinator.
5. Support programme staff in planning for and executing MEL activities, including data collection, data management, analysis and use through the development and use of MEL planning tools.
6. Compile the area office progress and achievement for output and outcome data monthly in NRC's Global Output and Outcome Reporting System (GORS) and support development of actualised log frames on a regular basis.
7. Design and test data collection tools with support from CO MEL Unit and upload on to NRC Kobo Collect.
8. Ensure that the reporting system is used, maintained, and up to standards in terms of managing quality data.
9. Provide MEL and information management technical support for area office programme staff.

10. Identify monitoring activities based on the need of the area office for improving programme design and learning purposes.
11. Support the programmes leads in the implementation of data protection policy.
12. Support in documenting lessons learned and best practices at area level.
13. Support in the area level assessment process by advising on the suitable methodology, sample size, and selection criteria.
14. Provide technical supervision for the MEL Technical Assistants in the area office.
15. Conduct routine field visits to ensure data collection quality and MEL ethics.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Strategy and Programme Development: MEL Coordinator
- Implementation: MEL Coordinator
- Area Operations: MEL Coordinator, CCs IMOs, Accountability team leader, CCs Officers.
- Support Services: Both Area and field Office Support Teams (logistics, Human Resources, Finance, Access and Security) and Compliance
- Staff Capacity Building: MEL Coordinator and Human Resources Technical Officer

Scale and Scope of position:

- Staff: MEL TA, Data Collectors (Community-Based Workers) x 12 - 20.
- Stakeholders: UN agencies, INGOs, local NGOs, civil society, and Local stakeholders.
- Budgets: Not Applicable.
- Information: MEL databases, M&E Matrix, CC MLFAs, Register, GIS platforms, Sphere Handbook, document archives on SharePoint, KoBo, etc.
- Legal or compliance: Terms of employment, anti-corruption policy, NRC program policy, donors' regulations.

Competencies

Competencies are important for the employee and the organisation to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

Professional competencies

These are skills, knowledge, qualifications and experience that are important for effective performance.

Generic professional competencies:

- Experience: A minimum of 2 years of experience in Monitoring, Evaluation, and Learning (MEL) roles, preferably within the humanitarian sector, is required.
- Education: A bachelor's degree in a relevant field such as Statistics, Social Sciences, Development Studies, or similar is required.
- Communication: Excellent communication skills are essential for this role.
- Report Writing: strong report writing skills, with the ability to present data in a clear and concise manner.

- Training and Capacity Building: experience in providing training and capacity building of staff in MEL technical and conceptual areas.
- Project Management: experience in managing MEL activities for projects, including planning, implementing, and monitoring.
- Data Analysis: Proficient in data analysis tools such as Excel or Access and visualization tools such as Tableau or Power BI.
- Strong organizational and team working skills.
- Fluency in English and Arabic both written and verbal.

Context related skills, knowledge, and experience:

- **Sector Knowledge:** data protection principles, international standards, data tech and systems.
- **Language**: Advanced English and Fluency in Arabic are required for this role.
- **Cultural Sensitivity:** Understanding the local culture and customs and being able to work effectively in a diverse environment.
- **Advantage:** Experience in GIS mapping is an advantage

Behavioural competencies:

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Planning and delivering results
- Working with people
- Analysing
- Communicating with impact and respect

Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management Framework. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The NRC Competency Framework

Additional Information

Contract period: Up to one year, renewable based on the need, availability of fund and satisfactory performance. Salary/benefits: According to NRC's salary scale and terms and conditions Duty station: Northeast, Syria NES, Hasakah

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5217187822?link_source_id=0