Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: M&E Officer.

Contract type: Corporate.

Duty Station: Syria (D Main Office)

Number of Vacancies: 1

Application Closing Date: November 17, 2026, 4:00PM.

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1. Job Summary :

The role of the Officer Monitoring and Evaluation (M/E) is to implement the M/E work plan and contribute to achieving and improving the quality of the program/project. The Officer M/E will provide support by collecting and managing the program's/project's output and outcome data. Officer M/E also plays a key role in data analysis and carrying out M/E activities in the field. The Officer M/E will provide support to the program's M/E function in the field through working closely with the field staff to ensure the quality of the program/project.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

2. Scope of Work

IMC's policies, guidelines, and procedures

- Mainstream the Global M/E Guidelines across all related M/E activities at the field level and ensure the guidance notes for monitoring and evaluation are functional at the field level.
- Apply and adapt existing Global M/E Guidelines, tools, and templates at the relevant stages of the project cycle.
- Actively promote the Prevention of Sexual Exploitation and Abuse (PSEA) standards within IMC and amongst its beneficiaries.
- Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the Code of Conduct, ethics, values, and standpoint with regards to internal and external actors.

Project design and planning

- Participate in needs assessments by organizing the training for enumerators on assessment methodology, tools, respondent's selection, and supervise field team to ensure field level data integrity.
- Ensure that M/E activities are participatory.
- Support in developing results framework and log frame, including indicators, for simple projects.

M/E system

- Ensure that different components of the M/E system are functional and relevant and maintain IPTT to track output, outcome, and impact indicators and their measurement in the different sectors of relevance.

- Support M/E department in development of databases for all programs by using available technologies.
- Organize and lead data collection activities following the data collection and reporting flow put in place for a project.
- Use tools for tracking project's progress and bottlenecks and develop simple data collection tools based on monitoring indicators.
- Maintain effective M/E system (ensure data collected translates to the M/E Framework/IPTT).
- Conduct regular field visits.
- Conduct periodic data analysis and triangulate data from other M/E exercises.

Data quality management

- Conduct periodic data quality audits to assess the quality of collected data for indicators.
- Mitigate data pitfalls, issues, and ensure that strategies for quality data are in place.
- Report data quality issues to the M/E Manager/Coordinator.
- Adhere to the fundamental concepts of data quality.
- Conduct on-site routine data quality audits at community levels.
- Assess the quality of collected data for indicators.
- Provide supportive supervision on data quality at facility and community-levels.

Sampling

- Implement probability and non-probability sampling techniques as and when appropriate after consulting with manager.
- Develop sampling frame and carry out sampling following instructions (manager, guidelines).

Qualitative and quantitative techniques

- Use different qualitative and quantitative methods of data collection including structured/semi structured interviews, key informant interviews, in-depth interviews, group discussions, focus group discussions and direct observations as an M/E tool.
- Conduct trainings on qualitative techniques for data collection for M/E staff, program staff, and interviewers.
- Develop and use key qualitative tools (observation checklists, guide for group discussion and interviews) for monitoring purposes.
- Apply the different interview techniques (structured/semi-structured) and use appropriate questionnaires for monitoring purposes as and when appropriate
- Conduct regular and ad-hoc (when required) site visits to monitor data collection processes to ensure data quality.

Mobile and manual data collection

- Determine the appropriate data collection tool based on the purpose, advantages and disadvantages of mobile data collection techniques.
- Install and configure mobile data collection tools (OKD collect, Kobo collect, ONA collect, etc.) on smart phones or tablets
- Design simple questionnaire using XLS form and configure mobile phones and tablets for mobile data collection.
- Use smart phones/tablets for data collection
- Provide training to M/E staff and enumerators on mobile data collection mechanisms and software, and provide technical support and troubleshooting during all stages of mobile data collection, ensuring data is transferred from mobile devices and the devices are securely stored (sign in/sign out system for enumerators) and ensuring devices are charged
- Data analysis, including use of statistical software
- Perform data cleaning and ensuring data integrity before data analysis.
- Organizing and overseeing data entry and data consolidation.
- Perform descriptive univariate and bivariate data analysis using Excel Pivot tables or statistical software.

- Interpret frequency tables, bi-variate cross tables, the mean and median.

Evaluation design

- Contribute to the preparation of project evaluation and facilitating the field level work.
- Use and supervise quantitative, qualitative, and mixed methods of data collection in evaluation.

Techniques for presenting information

- Communicate clearly the findings of monitoring activities and reviews against targets set by the project.
- Compile data and indicators at the project's level for reporting in a clear and concise manner, providing all required information.
- Develop information products to share results of data analysis and monitoring.
- Drafting reports of assessments and surveys

Knowledge Management and Learning

- Organize the documentation of the project's M/E activities, results, and processes.
- Organize secondary data (internal and external sources).

Cross-cutting themes

- Monitor the general context through regular field visits and report issues affecting beneficiaries and intra-community relations.
- Ensure data collected is representative of population and demonstrate an understanding of social dynamics.
- Document the needs of target populations, including people of different sex, age, and vulnerability status, into all M/E systems and activities.
- Support or lead in the implementation of analyses and assessments of the impact of sex on outcomes, as required, including staff capacity building on tools and protocols; data collection; data analysis; and report writing.
- Ensure tools and systems are in place for learning and decision making on the needs of vulnerable groups, including disaggregation of all data, development of mainstreamed and specific indicators, specific research questions, and targeted recommendations in reports

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.

3.MINIMUM QUALIFICATIONS

- Typically, bachelor's degree in social sciences, public health, statistics, or international development, with experience in M/E. Equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 3+ years of relevant and progressive experience with a humanitarian organization in implementing and overseeing monitoring and evaluation systems.
- Knowledge of data pitfalls, issues, and strategies for assessing the quality of collected data.
- Knowledge of commonly used probability and purposive sampling techniques and different methods of qualitative and quantitative data collection and analysis.
- Knowledge of descriptive univariate and bivariate data analysis using Excel Pivot tables or other advanced analysis software.
- Knowledge of indicators and their measurement in the different sectors of relevance.
- Understand the concept of participatory monitoring, evaluation and needs assessment.
- Excellent proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.

- Strong training facilitator/presentation skills.
- Effective communication and interpersonal skills.
- Have analytical, conceptual, and strategic thinking skills.
- Manage performance by setting clear goals.
- High-level English proficiency (Speaking – Reading – Writing)
- High-level MISSION'S LANGUAGE proficiency (Speaking – Reading – Writing).

- **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.
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.

Application will be reviewed on a rolling basis. The vacancy will close once a suitable candidate has been selected. We encourage interested candidate to apply early.

To apply for this vacancy please click on the following link and fill in the required information:

Damascus:

Monitoring and Evaluation Officer Damascus_Main office_1-M And E OD-03112026