

Norwegian Church Aid (NCA) is a Norwegian registered non-governmental organization that was founded in 1947 with its headquarter in Oslo, Norway. NCA, being one of the largest aid organizations in the Nordic region, works in more than 30 countries globally with both emergency and development programs to provide assistance to people in need.

NCA works in several sectors, including water, sanitation and hygiene (WASH), gender-based violence prevention, livelihoods and food security, and cash assistance. As an organization, NCA is committed to serve people in need regardless of their religious beliefs, ethnic background, or political affiliation.

Role and responsibilities:

The MEAL Officer will support the strengthening and implementation of Monitoring, Evaluation, Accountability and Learning systems within NCA Syria. The position will contribute to high-quality data collection, analysis, reporting, accountability to rightsholders, documentation of learning, and evidence generation across NCA's programmes.

The MEAL Officer will work closely with the MEAL Technical Specialist, programme teams, sector leads, and partners to ensure effective integration of MEAL across projects and sectors.

Key Responsibilities:

The MEAL Officer will support the MEAL function through:

- Supporting the implementation of MEAL frameworks, tools, and processes across assigned projects in line with NCA standards.
- Ensuring accurate, timely, and high-quality data collection, validation, analysis, and reporting.
- Managing and updating project data and MEAL systems, while ensuring data integrity, accessibility, and proper documentation.
- Supporting the use and quality of monitoring tools, indicator tracking tools, and disaggregated data collection.
- Conducting regular field monitoring visits to verify data, assess project progress, and identify implementation gaps.
- Consolidating and analysing partner data for internal and external reporting, including monthly, quarterly, and annual reports, while ensuring partner reports meet quality standards and are submitted on time.
- Supporting the preparation of narrative and quantitative reports for donors, headquarters, and internal use.
- Maintaining MEAL plans, indicator tracking tools, means of verification, and documentation in line with audit and compliance requirements.
- Providing technical guidance and support to partners on MEAL plans, tools, reporting requirements, data quality, and accountability practices.



- Supporting the identification of MEAL capacity gaps and contributing to partner capacity strengthening.
- Supporting and monitoring complaint and response mechanisms, and ensuring feedback is collected, analysed, and used to improve programming.
- Supporting assessments, evaluations, reviews, learning activities, reflection sessions, and documentation of lessons learned, best practices, and case studies.
- Contributing to internal coordination, planning processes, external reporting requirements, and MEAL-related representation, including cluster/sector reporting when required.

Context-related skills, knowledge, and experience:

- Bachelor's degree in Social Sciences, Development Studies, Business Administration, Public Administration, or a related field.
- Minimum 3 years of progressive experience in MEAL within humanitarian or development organizations.
- Proven experience in data management, data analysis, reporting, and documentation.
- Experience working with partners and supporting capacity strengthening.
- Experience in humanitarian programming, preferably in WASH, GBV, livelihoods, food security, or related sectors, is an advantage.
- Strong technical knowledge of MEAL concepts, tools, and methodologies.
- Experience with digital data collection and data management platforms.
- Strong analytical skills and ability to translate data into actionable recommendations.
- Strong organizational, coordination, communication, and interpersonal skills.
- High attention to detail and strong commitment to data quality and accountability.
- Proficiency in Microsoft Office, especially Excel.
- Fluency in Arabic and English, both written and spoken.

Additional Information:

- Contract period: Full-time
- Duration 6 months, with the possibility of renewal based on performance and funding
- Salary: According to the NCA's salary scale
- Duty station: Aleppo
- Application deadline is 28 May 2026

To apply for this vacancy, please go through the following link:

<https://ncaco.recman.page/job/476878>