



Job Description:

Company: International Medical Corps.

Job Title: Monitoring and Evaluation - Integrated Information Management System Assistant .

Contract type: Full Time .

Duty Station: Syria Damascus (Main Office)

Number of Vacancies: 1.

Application Closing Date: September 22 ,2026, 4:00PM.

JOB SUMMARY

The Assistant, Monitoring and Evaluation - Integrated Information Management System (IIMS) will assist in implementing IIMS by ensuring accurate and timely data collection, entry, and processing from supported health, mental health and protection “CP and VAWG” facilities and community outreach programs, in line with IMC and national surveillance SOPs. They will provide support to IMC staff for field-related concerns within IMC-supported facilities and assist in conducting training and workshops as needed. Additionally, they will maintain regular communication with IMC field staff to ensure standardized data collection formats are in place and reports are submitted on time.

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

MAIN TASKS AND RESPONSIBILITIES

IMC’s Policies, Guidelines, and Procedures

- 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.

Integrated Information Management System (IIMS) technical oversight

- Provide field-level support to ensure the optimal performance of the IIMS, including assistance in planning, developing, and implementing system updates, as well as testing updates to the PHC department systems as required by IMC.
- Support the team on ensuring data flow process and diagrams for data entry and submission.
- Support the preparation of SOPs for IIMS, tailored for different user types and system functionalities, to ensure a proper data flow process, data entry, and submissions.
- Conduct and support quality audits of data on the system at the field level to ensure accuracy and reliability.
- Assist in training sessions, workshops, and refresher courses for IMC field staff on IIMS usage and related tools as needed.
- Regularly review data to identify discrepancies and rectify errors.

- Conduct regular visits to facilities and community outreach sites to provide support, troubleshoot data entry issues, and follow up on IIMS recommendations to ensure they are being properly implemented.
- Communicate system changes and updates to staff and provide regular feedback to the IIMS Officer on challenges or barriers affecting IIMS adoption and utilization in field locations.
Perform data entry of registers, attendance lists, and other paper-based program data into electronic formats as needed.

M/E Administrative Support

- Assist in preparing reports and analyses of project performance as required.
- Provide technical support on data collection tools or challenges when necessary.
- Assist with translating reports and data when needed.
- Help with logistics and administration for M/E workshops, training, surveys, and assessments.

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 comprehensive.

MINIMUM QUALIFICATIONS

- Typically, a diploma in information management, computer science or similar, with some experience or background in data management systems. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 1+ years of applied experience with a humanitarian organization and or working with refugees/IDPs in humanitarian settings and public health sector.
- Familiarity with Information Systems.
- Familiarity with ODK "ONA, Kobo Toolbox" or similar mobile data-collection platforms.
- Should be highly computer literate, with a good level of proficiency in Microsoft Office applications.
- Demonstrated experience with statistics, data analysis tools, and database entry and management.
- Experience with or understanding the importance of handling and protecting confidential data including health and protection "VAWG-CP" information and establishing data security systems.
- Personal and organizational skills, including time management and the ability to meet deadlines.
- Good communication and interpersonal skills.
- Ability to collaborate with the different departments.
- Excellent typing speed and accuracy
- Medium-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.

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

Damascus Main office :

<https://enketo.ona.io/x/7iE69VjV>