

Vacancy: Monitoring & Evaluation Technical Assistant - Aleppo

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 more than 360,000 people, out of which more than 150,000 reached in 2018 alone in the Governorates of Damascus, Aleppo and Rif Damascus.

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

Background

The Monitoring & Evaluation Technical Assistant will act as the program data focal point for a single core competence team within an area office. S/he will support the program with data collection, management, storage, and reporting. S/he will support the various data collection exercises undertaken by the program on a daily basis

Role Specific Information

- Perform daily data entry of collected documents.
- Regularly monitor and administer received data collected from program providing guidance to NRC and partner teams;
- Generate statistical and data reports from the database (produce statistics on a monthly basis)
- Ensure data quality through implementing data management control and procedures (give feedback to supervisor also in the monthly report about this aspect);
- Provide regular feedback on databases to meet the information needs of project staff and improve the data processing and reporting capacity.
- Provide basic training in database use and update for NRC Mobile Resources.
- Prepare, maintain, and update files (electronic and hard copy) creating a protected archive;
- Participate in NRC staff seminars and training, whenever scheduled;
- Support the project coordinator in the implementation of data protection policy;
- Participate in program activities in the field, implemented by NRC or partners, as per requirement of the work, in order to make data collection adherent to the reality and relevant for the program team;
- Support the Post Distribution / Post Service monitoring;
- Ensure that the M&E plan is timely implemented. Contribute to field and desk monitoring of programme activities.
- Participate in relevant internal and external meetings, upon request.
- Any other reasonable tasks as instructed by immediate supervisor.

Our Ideal Candidate

- A University degree in demography, statistics, social sciences or related.
- Minimum 2-year experience in database and data management or relevant field.
- Preferable experience in humanitarian context.
- Experience with qualitative and quantitative data collection;
- Experience with data management techniques;
- Understanding of key privacy and information management ethical concerns and ability to manage information management activities within ethical guidelines;
- Fluency in English and Arabic both written and verbal
- Advanced computer skills, especially in Word, Excel, Power Point and Outlook.

Additional Information

Contract period: Up to one year, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: Aleppo

To apply for this Vacancy, please copy below link:

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