

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

NRC education core competency aim to ensure that all displaced and out –of school children and youth receive quality education that is relevant to their psychosocial, emotional and cognitive development and to ensure they are learning, connected and protected. Adhering to INEE (Inter-agency network for education in emergency) minimum standards NRC offers a variety of non-formal educational programs based on learning needs, those activities primarily focus on four thematic areas; First phase response, Non-formal Education, Youth education and training and Support to formal education.

The M&E Coordinator contributes to quality programming and organisational learning through the planned and implementation of M&E tools at designated stages within the Project Cycle Management (PCM), which helps ensure that field offices are in line with the M&E strategy.

The M&E coordinator supports the M&E Manager in setting up M&E system and tools and ensuring the systems are implemented effectively at programme/project levels. This is achieved through the joint development of a shared M&E system that is based on existing formal and informal mechanisms and systems among the projects. Moreover, the M&E Coordinator will play a key role in capacity building on M&E principles, as well as quantitative and qualitative methods used in programme monitoring.

Role Specific Information

- Adherence to NRC policies, guidance, and procedures
- Implement M&E activities according to M&E Strategy and SOPs
- Support programme staff in planning for and executing M&E activities, including data collection, data management, analysis, and use.
- Contribute to organisational learning through management of output and outcome data, data analysis, and M&E reports.
- Support capacity building and training of programme staff on M&E technical areas.
- Develop and maintain reporting system for programme achievements and evidence.
- Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
- Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.
- Contribute to developing data collection tools, and systems for on-going data analysis.
- Lead (in conjunction with the M&E Manager, Area Manager and Project Managers) the roll-out of established and revised programme level M&E systems across all field offices
- Facilitate the update of core M&E tools and provide trainings on key M&E principles and skills.
- Ensure data management and information flows within programme remains aligned with the M&E SOP
- Provide technical support on outcome monitoring methodologies, data analysis plan and reporting.
- Support internal monitoring and reporting processes (Macro Logframes, assessments, PDMs, FGDs, etc.), as needed.
- Support the Country Office M&E and Programme Unit with country-wide outcome and process monitoring: development of methodologies and tools, - coordination of data collection, cleaning and validation the data, analysis, reporting and presentation of results.
- Conduct country-wide data analysis and reporting, based on the data collected and in the Area Offices
- Consolidate and quality check monthly output and outcome data reported in the Global Output and Outcome Reporting System (GORS). Support the key staff with access to GORS pivot tables, dashboards, and other IM tools.
- Regular health checks on M&E systems and data analysis
- Support M&E Manager in identifying needs and gaps within the M&E system and developing an action plan for improvement with clear roles and responsibilities for implementation.
- Support the development and roll-out capacity building and training to project staff, M&E teams in Area Offices, and partner staff on M&E technical and conceptual areas
- Disseminate NRC M&E standards and guidelines as needed or directed by M&E management
- Support Project Cycle Management at the CO level (develop and maintain M&E/Project Matrices, logframe design and updates, supporting Grant Opening -- Meetings (GOMs), PRMs, Grant Closure Meetings (GCMs), etc.).
- Contribute to organizational learning by supporting in organizing learning moments, dissemination of main findings and recommendations deriving from conducted M&E exercises.

Our Ideal Candidate

- University degree (Bachelor's) preferably within social sciences (e.g., international development or economics), statistics, or other related fields of study
- At least 3 to 5 years of experience in an international NGO preferably in an emergency or post-conflict setting, including M&E capacity and systems development.
- Thorough experience with and knowledge of principles and current approaches to monitoring and evaluation in relief and development programme, using both quantitative and qualitative methods.
- Understanding of data and information needs for programme management and decision making.
- Experience in facilitating the capacity building efforts of diverse colleagues, including local partner agencies.
- Demonstrated ability to transfer knowledge to diverse audiences through training, mentoring and other formal and non-formal methods.
- High level English and Arabic languages proficiency (speaking, reading, writing). Business English is a plus.
- Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access)
- Experience using Power BI. Knowledge of SPSS, STATA, Epi Info or other data processing tools (desirable).
- Good communication, interpersonal, organizational and team working skills. Highly approachable, trustworthy, and confidential.
- Knowledge of humanitarian context in Syria is a must. Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus.
- Proven presentation, training, and facilitation skills, including experience in training staff with diverse background, including employees of partner agencies.
- Thorough experience with and knowledge of principles and most recent approaches to monitoring, evaluation and learning in relief and development programming, using qualitative and quantitative methods.

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: AO2 Country Office, Damascus

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

https://23109900.webcruiter.no/Main/Recruit/Public/4612147373?link_source_id=0

IMPORTANT NOTES:

- Candidates who do not fill the website application form in details may not be considered.
- Female candidates are strongly encouraged to apply for this position.
- Application deadline is on 10/02/2023.