_____

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 Information Management Officer will contribute to the development, rollout, and maintenance of NRC SCO's information management systems. The IM Officer will mainly work on development and maintenance of systems for capturing and visualizing output data, analysis of secondary data, and needs assessments. The IM Officer will work with staff in the Country Office and Area Offices to support data extraction, visualization, and capacity building as needed.

Role Specific Information

- Adherence to NRC policies, guidance, and procedures
- Implement Information Management activities according to the plan of action.
- Ensure proper filing of documents.
- Promote and share ideas for development and technical improvement of the data management systems.
- 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.
- Develop and maintain the information management system for capturing monthly output data, in cooperation with Area Office teams.
- Develop systems for visualizing NRC SCO data in line with Global Output and Outcome Reporting System (GORS) and PowerBI dashboards.
- Lead on development and roll-out of SOPs, systems, and procedures for IM and data audit.
- Support data management and the process of integration of separate databases to the main SCO IM system.
- Develop information management and visualization systems for NRC SCO needs assessments using data from multi-sectorial needs assessments and secondary sources.
- Minimize data collection, data entry and reporting efforts through introducing new design coordination using digital processes/automatization.
- Adhere with NRC data protection regulations, EU GDPR and other data protection policies.
- Contribute to internal learning to help improve NRC processes and project delivery through provision of specific technical analysis, lessons learnt and reports.
- Conduct country-wide data analysis and reporting, based on the data collected and in the Area Offices.
- Support the capacity building and training to project staff, M&E teams in Area Offices, and partner staff on information 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.).

_____

Our Ideal Candidate

- University degree (Bachelor's) preferably within Information Technology, Computer Science, statistics, or other related fields of study
- Experience from working on information management and database systems development.
- Understanding of data and information needs for programme management and decision making.
- Previous experience from working in complex and volatile contexts.
- 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 GIS, SPSS, STATA, Epi Info or other data processing tools.
- At least 2 years of experience in development and administration of database and information management systems
- Solid background in use of Microsoft Office software package (MS Excel advanced)
- Knowledge of managing data security, including data encryption, user and group management, views, and security modes.
- Experience in roll out of information management tools, including delivery of user trainings.
- Experience of working in a humanitarian/recovery context is a plus.
- Knowledge of GIS and tools/software for GIS data management is an advantage.
- Experience with data analysis and visualization solutions such as MS Power BI, Google Data Studio, Tableau is required. Knowledge of MS Power BI suite is   an advantage.
- Background with CRM systems, e.g., MS Dynamics, Salesforce CRM, will be an advantage.

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/4612137200?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.