_____

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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than 699,313 individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idleb, Hassakeh, Qamishli and Raqqa NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role Specific Information

Maintaining and Implementing Information Management (IM) Systems:
- Develop and maintain the IM system for monitoring the progress of output indicators, including tracking targets and achievements in collaboration with the Area Office teams.
- Upload and update project information, indicators, and targets for each existing and new project to the NRC online Global Output and Outcome Reporting (GORS) system.
- Lead on development and roll-out of SOPs, systems, and procedures for IM and data quality audit.
- Support data management and the process of integration of separate databases to the main SCO IM system.
- Provide IM technical support, including data management, analysis, visualization, and quality control of data gathering and dissemination.

Data Collection, Analysis, Reporting and Visualization:
- Support in the development of data collection tools, lead in creating NRC Kobo Collect, and provide technical support to the Area Office team.
- Extract data from the monthly indicators progress tracker table (IPTT) report, and GORS database and conduct preliminary data analysis for each project focusing on target versus achievement, identify gaps, and share with the Head of CC and other program staff to use for donor and internal reports.
- Ensure the data collection systems in NRC SCO and Area Offices are digitized/automated.
- Conduct data analysis and visualization for NRC SCO, utilizing multi-sectorial needs assessments (MSNA), secondary sources, output, and outcome monitoring reports. Share the findings with the program team. Minimize data collection, data entry, and reporting efforts by introducing new design coordination using digital processes/automatization.
- Adhere to NRC data protection regulations and other data protection policies.
- Conduct country-wide data analysis and reporting, based on the data collected and in the Area Offices, including generating graphs and charts using Power BI, updating and publishing dashboards and snapshots (e.g., site profiles, service mapping), sharing them with the head of CC on a monthly, tri-annual, and annual basis.

Capacity building:
- Support the capacity building and training of project staff, MEL teams in Area Offices, and partner staff on information management.

Communication/others:
- Maintain a ticketing system for support requests.
- Collaborate with Core Competency project staff on the design of Success Team implemented data capture efforts.
- Support the Programme Department in new initiatives, should these arise during the employment period.

_____

- Draft information products such as charts and infographics by turning data into graphic products to facilitate the dissemination of information to the programme team for reporting and information sharing and use.
- Support the team in producing cluster reports such as 5Ws/Activity info, service mapping, service monitoring, site profiles, etc.
- Act as the information management focal point for clusters and attend to information management-related queries from the clusters with the support of relevant Core Competency (CC) Specialists.
- Other activities agreed with the Head of CC.

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 program management and decision-making.
- Previous experience from working in complex and volatile contexts
- High level of English and Arabic language 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.

Additional Information

- Duty station: North-West Syria Area Office (NWS) – Idlib
- Required Number of employees: 1
- Contract: Till the end of June 2026. Renewable, based on funding and performance.
- Salary/benefits: Grade 4 of NRC's salary scale ([NRC Grade profile](#))
- NRC is an equal opportunity employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, or physical ability.
- Candidates who do not provide complete and detailed information in the online application form will not be considered.
- The application deadline is 4 February 2026.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5068920235?link_source_id=0