

## **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.

M&E aims to provide accurate and timely information on programme performance that improves decision making, facilitates learning, and promotes accountability. This supports programme design and management.

and NRC strategy development in the field and across the organization. M&E Team Leader will be responsible.

for leading and providing support on all M&E activities in Area Northeast in coordination with the M&E team in the Country Office.

## **Role Specific Information**

- Maintaining an appropriate reporting system for programme achievements and evidence.
- Contribute to organisational learning through the management of output and outcome data, technical analysis, lessons learned and M&E reports.
- Support the development of training modules and facilitate M&E specific trainings.
- Ensure compliance with NRC M&E and data policies.
- Support the establishment and maintenance of Feedback Handling Mechanisms and systems and ensure data is shared with the programme and management for improvement.
- Liaise with other units on areas of common responsibility.
- Compliance and adherence to NRC policies, guidance, and procedures.
- 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.
- Supporting the implementation of the M&E strategy and M&E SOP in the Area Office.
- Ensuring that all M&E required tools and systems are in place and maintained within the Area Office (such as the M&E matrix) in coordination with M&E at country office.
- Manage key M&E processes in support of Area Office team; support programme staff in planning for and executing M&E activities, including data collection, data management, analysis and use through the development and use of M&E planning tools.
- Participating in grants opening meetings, grants review meetings, and grants closure meeting at Area Office and Country Office level.
- Compile the Area Office progress and achievement for output and outcome data on a monthly basis in NRC's Global Output and Outcome Reporting System (GORS) and support development of actualised log-frames on a regular basis.
- Ensure that the reporting system is used, maintained, and up to standards in terms of managing quality data.
- Provide M&E and information management technical support for Area Office staff.
- Identify training needs and prepare and/or facilitate trainings accordingly.
- Identify monitoring activities based on the need of the Area Office for improving programme design and learning purposes.
- Conduct learning reviews with the different programmes on the Area Office level, and drafting lessons learnt reports.
- Support in the area assessment process by advising on the suitable methodology, sample size, and selection criteria.
- Ensure that the Area Office is adherent to responding to the feedback received as per the feedback handling mechanism (FHM) system and SOPs through coordinating with the FHM programme focal points at Area Office level.
- Maximize the use of the data collected from the feedback handling mechanism by sharing trends, findings, and recommendations for programmes.
- Liaise with M&E at Country Office to ensure the timely delivery of the M&E deliverables for the Area Office.
- Conduct routine field visits to ensure data collection quality and M&E ethics.

### **Our Ideal Candidate**

- University degree (Bachelor's) in Social Work/Social Sciences, Computer Sciences or equivalent.
- 2-3 years' experience of working with data, analysis, reporting, or information management.
- Experience in working in monitoring and evaluation is highly desirable.
- Experience in the humanitarian sector is preferable (such as working in emergency or post-conflict setting).
- Documented technical competences related to the position's responsibilities.
- Documented results related to the position's responsibilities.
- Fluency in English and Arabic both written and verbal.
- Knowledge of Kurdish (verbal) will be an advantage.
- Knowledge of the humanitarian context in Syria, preferably in North-East Syria.
- Thorough experience with and knowledge of principles and current approaches to monitoring and evaluation in relief and development programmes, 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 organizations.
- Demonstrated ability to transfer knowledge to diverse audiences through training, mentoring and other formal and non-formal methods.
- Analytical skills and experience of working with data analysis software including Kobo. Experience of working with digital data collection platforms (e.g., Kobo, ODK Collect) and SPSS is a plus.

### **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: North-East Area Office, Qamishli

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

[https://23109900.webcruiter.no/Main/Recruit/Public/4612039939?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/4612039939?link_source_id=0)

### **IMPORTANT NOTES:**

- Selected candidate is expected to be located in Qamishli city during the working week.
- 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.