



NFI Monitoring Assistant

**NFI Monitoring Assistant
Homs, Syria**

We are looking for a highly qualified individual to fill-in the vacancy of Non – Food Items (NFI) Monitoring Assistant to work in Homs under employment contract.

Who are we?

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs).

About the job

The monitoring assistant will be responsible for monitoring non food items field distribution

Duties and Responsibilities

- Work under the supervision of the NFI Coordinator in carrying out NFI monitoring tasks (data collection);
- Field monitoring of Syrian Arab Red Crescent (SARC) distributions in the governorate of Homs
- Ensure all data from monitoring visits is entered into the online form and sent it to Monitoring, Evaluation, Learning (MEL) manager
- Verifying that the content of DRC NFI kit is appropriate for beneficiaries
- Liaising with SARC branch, sub-branches and distribution points for monitoring distribution
- Any other tasks assigned by the NFI coordinator as required



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Application due:
4/24/2017

Workplace:
Homs

Homepage:
drc.ngo

Contract type:
National contract

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About you

In this position, you are expected to demonstrate DRC' five core competencies:

Striving for excellence: You focus on reaching results while ensuring an efficient process.

Collaborating: You involve relevant parties and encourage feedback.

Taking the lead: You take ownership and initiative while aiming for innovation.

Communicating: You listen and speak effectively and honestly.

Demonstrating integrity: You act in line with our vision and values.

To be successful in this role you must have:

- High school diploma
- Intermediate institute is preferable
- Two years working experience in the field of monitoring is preferable.
- Good in both oral and written English and Arabic
- Listening and verbal communication skills.
- Excellent usage of Microsoft Office programs
- Prior working experience international NGOs is an advantage
- Full respect for client/organization confidentiality is a definite pre-requisite
- Ability to work in a multicultural environment with flexibility and respect for all team members

We offer

DRC will offer the successful applicant a six month contract, renewable dependent on both funding and performance. Salary and conditions will be in accordance with Danish Refugee Council's Terms of Employment for National Staff for the Assistant level.

Application process

Interested? Then apply for this position, go to <https://drc.dk/about-drc/vacancies/current-vacancies>, search for this vacancy and click on "Apply for position". All applicants should send a cover letter and an updated CV in the same language as the vacancy note. Applications close on the 24th of April 2017.

If you have questions or are facing problems with the online application process, please contact job@drc.dk

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.ngo

The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organisation founded in 1956 that works in more than 35 countries throughout the world. We are the largest humanitarian NGO in Denmark and consistently ranked as one of the world's best NGOs according to Global_Geneva.

We fulfil our mandate by providing direct assistance to conflict-affected populations – refugees, internally displaced people and host communities in the conflict areas of the world. We also advocate on behalf of conflict-affected populations globally on the basis of humanitarian principles and the Human Rights Declaration. Our work and long-term strategies are guided by our five core values: Humanitarian approach - Respect - Independence & neutrality - Inclusion - Honesty & transparency.

You can read more about our vision and work on drc.ngo.

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