



Norwegian Church Aid (NCA) is a Norwegian registered non-governmental organization that was founded in 1947 with its headquarter in Oslo, Norway. NCA, being one of the largest aid organizations in the Nordic region, works in more than 30 countries globally with both emergency and development programs to provide assistance to people in need. Water, Sanitation and Hygiene (WASH) also the Gender Based Violence (GBV) are the main competencies globally for NCA. As an organization, NCA is committed to serve people in need regardless of their religious beliefs, ethnic background, or political affiliation. NCA has been providing humanitarian assistance in the Middle East region for more than ten years and has since 2021 established an office in Damascus, Syria.

### **Role and responsibilities**

The MEAL Officer contributes to overall program quality through the coordination, and implementation of enhanced monitoring and evaluation, accountability, and learning strategies; the emphasis is on streamlining processes and tools for efficiency, effectiveness, and sustainability throughout the project cycle across NCA and partners sectors and projects.

### **Monitoring, Information Management and Reporting:**

- Compile and analyze project data to measure the progress and impact of project activities according to their overall results framework and timeline.
- Regularly update the project's Logical Framework Approach (LFA) as per the project's reporting schedule.
- Regularly, report the project's achievement as per the 4Ws tool to the Sections and Sectors of the relevant UN Agencies.
- In collaboration with the Senior MEAL Officer, Design, and update project data collection tools as per the LFA requirements and NCA standards.
- Day-to-day data quality verification and ensuring all data is inputted into NCA's MEAL tools and analyzed in a timely manner.
- Undertake monitoring field visits to ensure project's implementation is aligned with project implementation plan, and suggest improvements as required.
- Review and support partners in the development and implementation of project MEAL plans.
- Review and update monthly, quarterly, and annually project reports.
- Ensure that for each project disaggregated data on gender and age (and nationality) is collected, compiled, and analyzed by sectors.
- Participate actively in regular program team meetings.
- Collect and file means of verification/data sources such as photos, signed and verified lists of beneficiaries, publications, and case studies.
- Review and quality assurance project reports from NCA partners and assist with the reporting process when needed.



**Accountability:**

- Monitor partners approach and methodology to disseminate and follow-up on complaints/reports as part of the Complaints Response Mechanism(s) (CRM).
- Assist project teams in strengthening accountability mechanisms at the project level by using checklists and existing mechanisms.

**Evaluation, Review, and Learning:**

- Support the implementation of evaluation recommendations at the field level.
- Collecting best practices, and case studies which demonstrate qualitative and quantitative changes over the period.
- Participate in reflective sessions conducted with partners and reporting.
- Maintain project files at the office level and ensure that all necessary documents (agreements, reports, important communication etc) are archived in appropriate manner.

**Context related skills, knowledge, and experience**

- Bachelor's in business, Social Sciences, Public Administration, Information Technology or any related field.
- A minimum of 3 years' relevant experience with a local or International NGOs, in similar role/with similar responsibilities.
- Previous experience in humanitarian response is an advantage, especially in WASH and/or GBV.
- Experience in data form design, data collection and data entry.
- Experience with using digital tools and programs for MEAL.
- Knowledge of monitoring and evaluation methodologies.
- Demonstrated experience in implementing beneficiary complaint and feedback mechanisms.
- Knowledge of MS Word and Excel required.
- Fluency in verbal and written English and Arabic.
- Possibility of traveling between governorates when necessary.

**Additional Information**

- Contract period: Project Based till 31-December 2024.
- Salary: According to NCA's salary scale.
- Duty station: Aleppo.
- Application deadline is on 20, April 2024.

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

[https://ncaco.recman.no/job.php?job\\_id=368153](https://ncaco.recman.no/job.php?job_id=368153)