



Program Quality Coordinator

We are looking for a highly qualified individual to fill-in the vacancy of Program Quality Coordinator.

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, Livelihoods and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs).

About the job

The Program Quality Coordinator (PQC) is responsible, under the supervision of the Program Quality Manager, for the implementation of the DRC Syria program quality strategy (including MEL, IM, and CHS) in order to improve program quality, performance, output, and outcome monitoring, and facilitate the collection & dissemination of best practices.

Responsibilities

- Support the Program Quality Manager to develop, update, and implement monitoring and evaluation plans across all DRC Syria projects, sectors, and field offices;
- Operationalize the program quality plan developed by the Program Quality Manager and programs team;
- Where possible undertake field visits to support program staff in implementing program quality activities and conduct physical observation visits to ongoing projects;
- Monthly (and ad hoc as requested by the Program Quality Manager) consolidation and validation of project output and results tracking data;
- Assist field-based program staff to develop and improve tools and methods for information/data collection;
- Develop and implement a program quality capacity building plan for field-based staff;
- Conduct quantitative and qualitative data analysis to produce information products to feed into DRC's decision making process;
- Represent DRC in external coordination meetings focusing on program quality functions (MEL, IM,



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Application due:
1/24/2017

Workplace:
Damascus

Homepage:
drc.ngo

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CHS);

- Perform other duties as directed by the Program Quality Manager.

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.

Moreover we also expect the following:

Required qualifications

- A Bachelor degree in social sciences, community or international development, public health, social work or similar;
- Strong IT skills – particularly with Microsoft Office suite (good Excel skills essential).
- A minimum of two years' experience in humanitarian and/or development work, with at least one year in a position with extensive MEL and / or Information Management responsibilities;
- At least one year of experience in either a management or coordination role;
- Training and capacity building experience;
- Demonstrable experience in producing analytical information products from primary and secondary data sources;
- Familiarity with new technologies in MEL and Information Management;
- Good contextual knowledge of the humanitarian response in Syria; including the Humanitarian Needs Overview, Humanitarian Response Plan, and response coordination arrangements.
- Fluency in Arabic and English

Desirable qualifications

- An advanced degree in social sciences, community or international development, public health, social work or similar.
- Two years' experience in MEL system development and implementation in or coordination / management role;
- MEL / IM training and capacity development experience.

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 Coordinator 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 24 January 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.

Det oppsto en feil.

Prøv å se denne videoen på www.youtube.com, eller aktiver JavaScript hvis dette er deaktivert i nettleseren.



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