

**Terms of Reference (ToR)**

Job code:	HF05011021	Monday, 11 April 2022
Job Title:	Case Management Supervisor	
Duty station	Turke, Sakaryay, Erenler	work nature: Full-time
Line Manager:	project officer	
Number of vacancies required: 1		

About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian. HF operates in different sectors, implementing various projects and programs.

Job Details**Job Summary:**

Horan Foundation HQ- Office is recruiting a full time staff for the support needed for the Protection approach project funded by the GIZ.

The role of the Case Management Supervisor will be assisting in case management system , referrals control , and coordinating with the MEAL officer in all the monitoring and evaluation activities under the protection support project funded by the GIZ

Main Responsibilities and Tasks :

- Assist in data collection and monthly reporting.
- Collect the verified updated lists of beneficiaries “Referrals” (the beneficiaries of cash and the beneficiaries of awareness messages) from the areas’ focal points.
- Assist in the breakdown and the analysis of the received lists of beneficiaries.
- Collect all the supporting documents for the documentation purposes.
- Assist in filling all the required documents.
- Collect the field staff reports from the focal points.
- Collect the referral sheets from the focal points.
- Collect the documents of trainings (attendance sheets and materials)
- Assist in implementing and analysis the post distribution monitoring (survey).
- Assist in communicating with the focal points and the filed volunteers to follow up on the activities of the project.
- Submit the Case Management officer weekly report about the updates, activities, numbers, and challenges.
- Attend any required training.
- Support in any requested task by the Project Officer.

Qualifications / Technical Skills:

- **BA degree in any related fields.**
- **1-2 years previous experience with CBOs/NGOs.**
- **Living in Sakaria.**
- **Strong reporting skills.**
- **Strong Excel and Microsoft skills.**
- **Good English language.**
- **Hold Turkish citizenship (preferred)**

Personal, Communication and Coordination Skills:

- **Strong computer skills**
- **Good communication skills.**
- **reliability, positivity, and flexibility**
- **experience in data collection and analysis.**