



Terms of Reference (ToR)

Job code: HF05011221

Tuesday, 7 December 2021

Job Title: Daily workers

Duty station: Syria - Afrin

work nature

Full-time

Line Manager: project manager

Duration

6

Months

Number of vacancies required: 2

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 people. HF operates in different sectors, implement various projects and programs.

Job Details

Job Summary:

The Daily workers will collect data and monitor, especially the collection of quantitative and qualitative data that enables recording the data of the targeted beneficiaries in this project and submitting this data to the responsible employee in the field and in coordination with the higher official for monitoring, evaluation, accountability and learning.

Main Responsibilities and Tasks :

- Participating in the collection of data related to the implementation of the activities of the rehabilitation project and entering it through the approved forms and databases or through electronic applications.
- Ensure that all quantitative and qualitative data collection activities are conducted in coordination with the M&E, Accountability and Learning Officer of the rehabilitation project.
- Conducting field visits to monitor the implementation of project activities based on the project's monitoring and evaluation plan
- Ensure that the plan is clearly implemented and in coordination with the line manager
- Ensure high quality of data collected from the field.
- Any other tasks assigned to him within the initiation.

Qualifications / Technical Skills:

- Minimum high school diploma
- Previous experience working with humanitarian organizations at least 3 months in the field of data collection
- Experience in data collection using KOBO and other tools
- Good experience in dealing with computers and office software.
- Good communication skills

Interpersonal, Communication and Coordination Skills:

- Excellent negotiation and problem- solving skills;
- Ability to deal with a challenging and constantly-evolving humanitarian work environment, often under pressure;
- Ability to establish and manage effective working relationships with colleagues, managers and external partners, other I/NGOs, and community representatives;
- A strong commitment towards humanitarian relief and disaster operations;
- Flexibility.

note

This vacancy is pending fund availability.

