



VACANCY ANNOUNCEMENT

MEAL MANAGER (AFD program)

ABOUT US

Action Against Hunger is an international network (Paris, New York, London, Toronto, Madrid and New Delhi) committed to ending world hunger.

Action Against Hunger (AAH) has been working in Liberia since 1991 with the purpose to respond to the needs of the most vulnerable people, at first during the emergencies and then in a more development setting, until the 2014 Ebola outbreak and the emergency it generated in the country. AAH interventions in Liberia aim at improving the nutrition security of the population, with particular focus on children under-five and pregnant and lactating women. AAH aims at doing so by implementing multi-sectorial programs, which encompass direct nutrition intervention and prevention activities to address the underlining causes of undernutrition, i.e. poor health, food insecurity, poor care practices, and poor access to water and sanitation. AAH also has an integrated advocacy strategy in the mission that cuts across all the sectors.

Action Against Hunger is recruiting a MEAL (monitoring, evaluation, accountability, learning) manager in nutrition in the context of COVID-19 to implement of MEAL system for the emergency program. The position is based in Monrovia with frequent travel to the program intervention.

CORE RESPONSIBILITIES

- Ensure the emergency project has specific MEAL framework, developed to guide project start-up, implementation, adjustment, accountability and learning in compliance with Action Against Hunger (AAH) MEAL Guidelines and Minimum Requirements for MEAL.
- Train and capacity build the emergency program team on the required monitoring, evaluation, accountability and learning, with emphasize on the MEAL tools, information management and use.
- Data from the outreach teams (contact tracers, covid-19 case investigators etc) provide timely / daily information
- Monitor and report on the accountability to the affected people, community and other stakeholder feedback and participation throughout the implementation period.
- Put in place and manage in a participatory a Feedback and Complaint Response system Mechanism (FCRM) to ensure programme accountability towards the project stakeholders at all levels.
- Support survey process and quality review of data from surveys (KAP, SMART, SQEAC, NCA, PVCA, baseline – end line), Post-Distribution Monitoring and mapping exercise as needed.
- Facilitate the analysis by producing visual summaries (maps, graphs) upon request of the coordination team
- Document good practice from planning, implementation, monitoring and
- Participate and Support the regular field activity reports
- Ensure the Monthly activity progress reports are submitted on time

QUALIFICATIONS

- Bachelor of Arts or Science/Bac (or higher) in International Relations/Affairs, Humanitarian Affairs, International Development, Public Health, Monitoring and Evaluation, Statistics, Epidemiology, Demography or related field
- Minimum 5 years relevant work experience in a similar role, with minimum 2 year humanitarian experience

REQUIRED COMPETENCE AND SKILLS:

- Fluency in English
- Solid knowledge and experience in the use of MS Excel
- Solid knowledge of the Logical Framework approach

- Proven management and coordination skills (HR, projects)
- Proficiency with Open Data Kit (ODK) and/or other mobile data collection tools (Commcare, DataWinners, ONA)
- Extensive background in humanitarian MEAL
- MEAL or operational background related to at least 2 of the following sectors: Nutrition, Health, WASH, Food Security, Resilience, and livelihood programmes
- Good quantitative analysis skills (experience with statistical software is an asset, especially SPSS, EPI Info, ENA for SMART, and/or Stata)
- Excellent communication, writing and analytical skills
- Diplomacy and good interpersonal skills, with the ability to remain calm under pressure and not lose sight of strategic priorities.

Remuneration package

- Starting date: 15th July 2020
- Duration of contract: 12 month
- Monthly basic salary: between 1317 USD and 1436 USD based on profile
- Monthly transport allowance: 75 USD
- Monthly education allowance: 90 USD
- Medical insurance

HOW TO APPLY: Send your motivation letter, CV with names of three (3) referees by email under the reference “**MEAL MANAGER (AFD)**” to:

recruitment@lr-actionagainsthunger.org

Deadline for the receipt of applications is **1st July 2020**. Due to the urgency of this position, applications will be sorted on a rolling basis. Action Against Hunger is an equal opportunity Employer. Women are strongly encourage to apply