

	<h2 style="margin: 0;">Job Vacancy</h2> <h1 style="margin: 0;">MEAL Officer</h1>
Job Title:	Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer
Organization profile and background:	<p>Welthungerhilfe Welthungerhilfe was founded in 1962 is a non-profit making, non-denominational, and politically independent, the organization.</p> <p>Welthungerhilfe is working in 39 countries in Africa, Asia, and Latin America and campaigns publicly for fairer cooperation with developing countries. Its work is funded by private donations from the population at large and public institutional grants. Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/Inclusive Food Systems and Nutrition Security, Infrastructure for facilitating access to health facilities and markets, Health System Strengthening, and WASH.</p> <p>Reintegration and Recovery Programme (RRP) LBR – 1057-18 Project overall objective. The RRP Project is a 4-year programme that aims to improve the living condition of the population in the south-east of Liberia. The overall objective of the programme is to contribute to the sustainable socio-economic development and food and nutrition security improvement in the south-east of Liberia and to the consolidation of the peace process. The project will work to make stronger the market integration and economic sustainability in the agriculture sector and to move towards a sustainability infrastructure development and build up institutional capacities. Specifically, the supply of basic services in rural roads, market utilities, agricultural production and processing and WASH at household, community and institutional level will be addressed by the programme. The proposed programme will intervene also in supporting the issue of women empowerment as one of the main pillars of all involvements. In the three main intervention sectors (agriculture, WASH and women empowerment), the programme is keen to integrate and empower local actors, government line offices and civil societies through capacity building measures.</p>
Duration	15 th August 2021 to 31 st December 2021 with a possibility of extension, depending on performance
Location:	Based in Zwedru, Grand Gedeh County with frequent travel to the project locations
Objective of the Position:	The MEAL Officer will work closely with the MEAL Coordinator and programme team based in Zwedru, to facilitate the collection, analysis and reporting of quality data and support capacity-building initiatives. The MEAL Officer will support the Head of Project/Programme Coordinator and the MEAL Coordinator in preparing high-quality monthly, quarterly, and annual programme implementation reports, documentation, and dissemination of best practices and lessons learned.

Responsible to:	Programme Coordinator (Administrative) and MEAL Coordinator (Technical)
Duties and Responsibilities:	<p>The MEAL Officer is responsible for the timely collection and reporting of high-quality programme data. The main tasks include:</p> <p>Monitoring, Evaluation & Research</p> <ol style="list-style-type: none"> 1. Support National Implementing Partners (NIPs) on MEL activities, ensuring that partner staff are implementing MEAL best practice, 2. Support programme staff to collect and analyze monitoring data, 3. Conduct regular field visits to track progress against indicators and gather relevant data, 4. Assist in planning and implementing systems for data collection, storage, analysis, and use, 5. Travel to programme sites and train staff in the monitoring of programme activities and reporting on progress towards objectives, 6. Support the planning and organization quarterly Joint and Participatory Routine Data Quality Assessment (RQDAs) and data analysis to guide action planning meetings, 7. Provide support in the review of monthly progress reports from partners and ensure they have evidence to back up and provide feedback to the respective staff, 8. Support the MEAL coordinator in building the capacity of local stakeholders and programme staff in relevant M&E topics, including data dissemination and use for programme improvement. <p>Accountability and Learning</p> <ol style="list-style-type: none"> 1. Compile summary reports of issues brought forth through Complaints Mechanism to the Accountability Focal Person, 2. Participate in quarterly and annual programme reviews and planning, meetings/workshops and assist the MEAL Coordinator in preparing relevant reports, 3. Participate actively in the enforcement of Quality Assurance (QA), Quality Control (QC), and Quality Improvement (QI) measures for programme activities, 4. Support evidence-based learning through maintaining an up-to-date record of planned and on-going activities, facilitating learning and reflections, and ensuring documentation and dissemination, 5. Ensure that cross-cutting issues such as participation, gender, age, and disability are effectively addressed/ mainstreamed in all programme activities as part of ensuring accountability, 6. Regularly collect data on and analyze the Complaints Reporting and Feedback Mechanism (CRFM) accountability data to the management team to facilitate quality improvement. <p>Reporting and Communication</p> <ol style="list-style-type: none"> 1. Ensure relevant and timely M&E information is provided in user-friendly formats to key stakeholders, including programme beneficiaries and communities, and management, 2. Share learning and provide constructive comments to colleagues to ensure programme quality, 3. Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered to in programme delivery, 4. Support the Communication Focal person in writing human-interest stories of partners programme for publication in newsletters, social media, and donor-reporting, 5. Support MEAL Coordinator and Head of Project in producing programme updates/briefs for donor visits,

	<ol style="list-style-type: none"> 6. Support in the development of high-quality contents (photos, videos, audios, scripts) for the programme’s social media (Facebook) page in line with WELTHUNGERHILFE’s approved consent form, 7. Provide training and guidance to WELTHUNGERHILFE staff on how to take compelling photos and the use of consent form, 8. Support the management of the programme’s social media account with high level of professionalism. 9. Support the development of factsheets for the programme and donor visit missions, 10. Support the development of contents (stories/photos) for producing annexes in donor reports, and for newsletters, e.t.c., 11. Support in the organization of programme events such as fairs and donor visit events, 12. Support in the development of audio and video scripts to produce jingles and video documentaries to highlight programme results and successes, 13. Ensure compliance to quality control of all branding and visibility materials (t-shirts, jackets, flyers, brochures, e.t.c) according to donor requirement, 14. Other duties as assigned by supervisors.
Education	Bachelor’s Degree in the Social Sciences or master’s degree in Business Administration
Professional Experience	<ol style="list-style-type: none"> 1. 5 years of professional experience as MEAL Officer in a similar organization. 2. Proven expertise in data collection and analysis using standard software 3. Ability to multitask and deal with stressful situations. 4. Experience working in the South-East of Liberia would be an advantage.
Language Skills	<ol style="list-style-type: none"> 1. Ability to communicate effectively in written and spoken English.
Personal Skills	<ol style="list-style-type: none"> 1. Motivated and willing to take the initiative (determination) and work the extra mile. 2. Ability to work in a team setup. 3. Ability to plan and be organized. 4. Ability to manage time.
Application Process	<p>Welthungerhilfe is an equal opportunities employer. Qualified females are encouraged to apply for this position.</p> <p>Please send electronic copies of your motivation letter, CV, academic credentials, and the contact details of 2 professional referees to: recruitment.liberia@welthungerhilfe.de</p> <p>Please include “Application for the position of 2106-MEAL Officer” in the subject line</p>
Application Closing Date	23 rd July 2021
Starting Date	15 th August 2021