

MEAL Assistant

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Phone :

Web :



**Save the
Children**

Job Summary

Vacancy :
Deadline : Nov 15, 2024
Published : Oct 15, 2024
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

About Save the Children:

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realize the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

SCI - Afghanistan

Save the Children has been working in Afghanistan since 1976. Our way of working close to people and on their own terms has enabled us to deliver lasting change to tens of thousands of children in the country. The UN Convention of the Rights of the Child is the basis of our work.

We are helping children get a better education, we make it possible for more boys and girls to attend school, we help children protect themselves and influence their own conditions. We work with families, communities and health workers in homes, clinics and hospitals to promote basic health in order to save lives of children and mothers

Save the Children International (SCI) is committed to fostering diversity, equity, and inclusion as core to our vision and values. We provide equitable employment opportunities and aim to increase the representation of women, people with disabilities, and individuals from minority groups to effectively meet the diverse needs of the children and communities we serve.

At SCI, we value the authentic selves of everyone, including you! If you have any access needs or require support due to a disability or other reasons, please let us know at the time of your application. We are here to assist you and ensure an accessible and inclusive recruitment experience.

Please note: SCI does not request any fees during any stage of the recruitment process.

Job Description:

ROLE PURPOSE:

The post holder is responsible to look after MEAL of the relevant project in the province, such as managing the project data, providing technical MEAL support to project, conducting/supporting the researches, studies and evaluations, Monitoring of the field activities, and ensuring the existence of feedback mechanism.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

KEY AREAS OF ACCOUNTABILITY :

- Managing the project data from all the operation areas in the province.
- Providing technical MEAL support to project team in the province.
- Contribute to designing, conducting, and documenting research, studies, and evaluations as per project needs to contribute to understanding of the impact of the project.
- Conduct/support conducting regular monitoring as per project requirements and documenting results/findings.
- Verifying baseline and endline project information and sharing it with MEAL Officer.
- Coordinate with the MEAL team and project staff and document lessons learnt and findings.
- Provide inputs and support to the project team in developing their MEAL systems.
- Coordinate with the Country Office MEAL and technical team for conducting required research and presenting findings at the country/national level.
- Ensure the maintenance of both qualitative and quantitative data.
- Mobilizing and making communities aware on project objectives, outputs and activities and MEAL systems and SCI Child Safeguarding Policies.
- Facilitate project and activities information at all events such as training and workshops.
- Support in development of project monitoring tools, databases, quality benchmark and project reporting.
- Take lead for establishment of feedback mechanisms in all implementation locations of Save the Children's relevant projects.
- Support in building the capacities of field-based project staff in terms of project MEAL requirements.
- Whenever required, give accompany to representatives of project stakeholders during joint-monitoring, and field visits.
- Other duties as required in line with the skills, experience and role assigned by the line manager.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

In the event of a significant humanitarian emergency, the post-holder will be expected to work outside their normal job description; vary their working hours; and occasionally work from a different location should the need arise.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Job Requirements:

QUALIFICATIONS

- University degree in development studies, social science, or any other relevant technical credential.

EXPERIENCE AND SKILLS

- Minimum one year of working experience with national/International organizations in the field of MEAL and other relevant fields.
- Skills in implementing information management and performance measurement frameworks.
- Strong representation and communication skills.
- Willingness to travel within project sites.
- Good Computer knowledge
- Familiarity with English language
- Proven interpersonal, team working skills and ability to multi-tasks and work with diverse team.

Desirable:

The candidate will be working with local communities in Faryab and will be required to have keen understanding of local context, challenges and custom.

Submission Guideline:

Qualified applicants are highly encouraged to apply for the position by filling in the online application form. In addition to the online application form, they can also attach their update CV and cover letter in the online system. Please note that only the applications received through the online portal will be considered for this position.

Applicants can login to the online application system by copying and pasting the following link into their web browser. Returning users will need to enter their username and password, first time users will need to create a user account.

It is recommended that you save your username and password for future job applications through the online system.

https://hcri.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/requisitions/preview/9982/?amp;locationId=300000000345568&locationLevel=country&mode=location&lastSelectedFacet=LOCATIONS&selectedLocationsFacet=300000000341839

Submission Email:

https://hcri.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/requisitions/preview/9982/?amp;locationId=300000000345568&locationLevel=country&mode=location&lastSelectedFacet=LOCATIONS&selectedLocationsFacet=300000000341839

Education & Experience

Minimum one year of working experience with national/International organizations in the field of MEAL and other relevant fields.

Must Have

University degree in development studies, social science, or any other relevant technical credential.

Educational Requirements

Compensation & Other Benefits