

MEAL Officer (Female Only)

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Oct 20, 2024

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Employment Status : Full Time

Experience : Any

Salary : According to the SI Salary Scale

Gender : Any

Career Level : Any

Qualification :

About Solidarités International:

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty-five countries, SI's teams – more than 2400 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will never ask for any remuneration to take part in a recruitment process.

Job Description:**MISSION / OBJECTIVES**

Under the supervision of the Team Leader, the MEAL Officer is in charge of the monitoring of the activities' implementation. He/she collects data and provides evidences of the program's progress and achievements.

He/she also report and help to improve SI accountability toward affected population

POSITION**List of main tasks:****Monitoring and evaluation (M&E)**

- Under the responsibility of the team leader, participate in the logistics and administrative organisation, planning and preparation of M&E missions:
- Contribute to the creation of monitoring tools and to the preparation of database frames based on questionnaires.
- Support the team leader in centralizing and organizing data collection for activities and outputs as defined in the M&E plan.
- Collect monitoring data using SI tools:
- Contribute to data collection at field level (overseeing surveys etc.) using Kobo, and make sure that all available aspects are covered.
- Ensure that all data is entered on time and check their consistency and quality. Contribute to maintain the database following a standard format allowing aggregation of data to produce routine or periodic monitoring reports.
- Monitor humanitarian situation.
- With the support of the PM and MEAL team, prepare and implement trainings on monitoring tools to field officers.
- Assist in external M&E mission.
- Ensure that contractual soft & hard data about programmes is easily available upon request.
- Apply the security procedures in the context of monitoring & evaluation missions.
- Data analysis:
- When needed, provide data cleaning and pre-analysis support to understand the findings of the data collected

Accountability

- Identify potential negative impacts of the activities and assess if "do no harm" is taken into account in the activities
- With the support with MEAL team leader and CRM officer, ensure that the Complaint and Response Mechanism (FCRM) is effective and adapted to the area of intervention
- Monitor that crosscutting aspects like gender, protection and disaster risk reduction are taken into account in the activities

Learning

- Formulate preliminary recommendations on how to improve the activities
- Participate in lessons learnt exercises with program teams to improve the activity implementation

Reporting / communication

- Draft MEAL reports and provide project updates and recommendations as necessary.
- Participate in seminars and training workshops which may be useful to the accomplishment of monitoring & evaluation activities and the attainment of the project's objectives and in restitution workshops.
- Keep monitoring tools and files archived and secured
- Update regularly the monitoring & evaluation tools & methodology considering the donors' indicators, gender, disable persons, protection & « Do No Harm » approaches
- Make regular reports to the team leader on the evolution of activities and specific tasks confided to him/her, problems encountered, and the quality of relations with beneficiaries
- Bring to light any difficulty linked to his or her activities, to the programs of Solidarités or security concerns
- Collaborate with the administration and the local authorities

HR Management

- Take part in recruitment of the monitoring team (enumerators / DW) when needed
- Train and build the capacity of the team (enumerators /DW)
- Supervise the monitoring team (enumerators / DW)

ORGANIZATIONAL CHART POSITION

Line manager: MEAL Team leader

Line report(s) on base: Enumerator/DW

Functional manager: -NA

Functional report(s): -NA

Job Requirements:

- Bachelor's in statistics, computer science or any other related field.
- At least 1 year of relevant working experience in MEAL with INGOs/NGOs.

Technical Skills:

- Having knowledge in Monitoring Evaluation Accountability and Learning (MEAL)
- Knowledge in Accountability to Affected Population (AAP) principles
- Knowledge of software in data collection such as Kobo and etc.
- Being comfortable with IT/new technologies, mobile data collection

Language Skills:

Strong verbal and written communication skills in both Dari, Pashto and English.

- Only female application will be considered.

Submission Guideline:**Dear Applicant,**

Solidarites International never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to Solidarites International at stop@solidarites.org.

Please note that:

- SI is committed to a fair and transparent recruitment procedure.
- Only the HR department will contact you during the recruitment process.
- Only short-listed candidates whose application meets the criteria will be contacted & local applicants from the same province are encouraged to apply and will be given priority.
- SI has the right to contact and verify each candidate's educational credentials and employment history described in his/her CV with the concerned organization. Any information received from your concerned organization will be dealt with due diligence and according to the SI Confidentiality Policy.
- Do not attach other documents like work certificates, educational and other documents at this stage. These will be requested if you are called for an interview.

To apply for this vacancy, please submit your CV and Cover Letter in single PDF or MS Word Format in the given email address ([recruitment@solidarites-](mailto:recruitment@solidarites-afghanistan.org)

[afghanistan.org](mailto:recruitment@solidarites-afghanistan.org)) and also submit your application form by using the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=QkVnhW7eH06HhMVGtQMRI4HWRymfvwVMraofx9AWMtZUODRHNExNSFM2Njk4VldWNjREQzZRNkNT0S4u>

If the link above does not work by clicking on it, please copy and paste it in the browser address bar.

As part of your application, it is essential that you include your full name and vacancy number (full name/vacancy number) for example: (Ahmad or Mahmood/ AFG-KBL-PRO-45-2024) in the subject line, and the position title MEAL Officer in the body of your email. Otherwise, your application will not be considered.

Please make sure that you have filled the application form accurately and completely & at the end of the application, you have pressed the Submit button.

Submission Email:

recruitment@solidarites-afghanistan.org

Education & Experience

At least 1 year of relevant working experience in MEAL with INGOs/NGOs

Must Have

Bachelor's in statistics, computer science or any other related field.

Educational Requirements

Compensation & Other Benefits