

JOB TITLE: MEAL Officer - Titukulane Programme	
NUMBER OF VACANT POSTS: Two	
TEAM/PROGRAMME: Child Poverty and Humanitarian Affairs	LOCATION: Zomba
GRADE: 5	CONTRACT LENGTH: 1 Year 6 Months
<p>CHILD SAFEGUARDING:</p> <p>Level 3: ✓ the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>The major responsibility of the Monitoring, Evaluation, Accountability and Learning Officer is to assist in tracking and alerting management as to whether actual results are being achieved as planned in Titukulane project. The MEAL Officer will assist in the implementation of program monitoring systems and updating databases for the Project implementation area in Zomba. S/he will work with the M&E Technical Coordinator to develop and maintain the MEAL system for the project. S/he will assist in all the research initiatives for the Project. The position holder will also assist in designing data collection tools, training of staff in MEAL, and ensuring that data collected is of high quality. S/he will also help the M&E Technical Coordinator in data analysis, updating the project ITT and reviewing all monitoring and evaluation reports.</p> <p>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.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: M&E Technical Coordinator. Staff reporting to this post: No staff directly reporting him/her.</p> <p>Direct: Budget Responsibilities: Not applicable Role Dimensions: Working with stakeholders and partners in the projects mentioned.</p>	
<p>KEY AREAS OF ACCOUNTABILITY</p> <ul style="list-style-type: none"> • Maintain and improve the project database for the project to attain high standards in monitoring outputs. • Assist in developing data collection and reporting formats to ensure standardised reporting and meeting all data requirements for donor and internal reporting. • Orient and build capacity building of partner's field staff, Community Mobilizers on data collection forms • Carry out routine data quality assessments. • Document project reports, lesson learnt, etc. • Develop and maintain a good filing system for the project document. • Coordinate implementation and monitoring of quality benchmarks. • Support outcome assessments. • Carry out routine data analysis and dissemination to project staff. 	

- Provide on-going support and mentorship to project staff on data management.
- Facilitate beneficiary verification to ensure registered beneficiaries meet the inclusion criteria
- Conduct on-site monitoring in an event of any form of distributions to ensure high quality service delivery by the project
- Manage the beneficiary complaints and feedback mechanism - collection, analysis, and report writing for beneficiary feedback data
- Conduct post-distribution monitoring following any form of distribution conducted by the project.
- Conduct PDM data analysis and the subsequent report writing.
- Facilitate dissemination of monitoring findings and the agreed action points to beneficiaries, project staff, and other stakeholders as needed.
- Conduct documentation of lessons with commodity beneficiaries, volunteers, government staff and all other stakeholders of the project.

Occasional, Significant Duties

Sit in for M&E Technical Coordinator when assigned.

SKILLS AND BEHAVIOURS (SCI 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

QUALIFICATIONS

At least a Bachelor's Degree in Social Science, Economics, Statistics, or related disciplines.

EXPERIENCE AND SKILLS

- At least 4 years' experience in M&E
- Experience in working with USAID funded projects
- Experience with USAID data quality requirements
- Fluency in English, for effective oral and written communication.

- Experience in training low literacy level participants in field data management and utilisation.
- Experience in both qualitative and quantitative research.
- Experience in managing electronic databases and survey data processing packages like ODK, Kobo, CSpro.
- Experience in working with statistical data packages like STATA and SPSS.
- Experience in implementing M&E Plans.
- Experience in supervising research teams.
- Experience in managing data filing system.
- Experience in managing knowledge management systems.
- Ability to present complex information in a succinct and compelling manner, and to use innovative forms of communication.
- Proven capacity to supervise, train and coach staff.
- Computer skills required.

Additional job responsibilities

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

Equal Opportunities

The post 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.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

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

Health and Safety

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