

MEAL Officer - Ninewa

Location: [Europe & the Middle East] [Iraq]

Town/City: Ninewa

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

PURPOSE OF POSITION:

The MEAL Monitoring, Evaluation, Accountability and learning officer is responsible for managing operations of the fragile context projects with a functional MEAL system to support program management and accountability functions. He/she contributes toward the relevance, effectiveness and efficiency of World Vision programming and will ensure that the project team that they work in is constantly striving to meet the World Vision Program Accountability Framework standards (Information Provision, Consultation, Participation, and Community Feedback), LEAP (Learning through Evaluation with accountability and planning) requirements and donor MEAL requirements.

MAJOR RESPONSIBILITIES:

Planning

Manage basic requirements of MEAL activities as per budget and implementation per project.

Accountability

- Conduct accountability Consultation assessment/FGDs per the project.
- Set up and manage accountability channels as per beneficiaries' preferences and project requirements (hotline, banners, face-to-face interviews, help desk, etc.).
- Manage accountability reports and share them with the project based on the agreed time between MEAL and project to close the loops of inputs/feedback.

- Conducting satisfaction score survey as per project.

Monitoring and Evaluation

- Plan and Conduct Baseline, PIM, Endline assessment with data validation as per project/office requirements and needs.
- Measure the ITT indicators and updated them on a monthly/quarterly basis.
- Analyze, present, and share the Baseline, PIM, Endline, ITTs, and with the project.
- Verify and spot-check the monthly data sent out from the project.
- Conduct project Evaluation/lesson learned activities as per project requirements.
- Supporting in the first draft of questionnaires and translations

Managing

- Conduct field visits and send MEAL staff to the field frequently to conduct Accountability and Monitoring activities.
- Communication (meetings) with MEAL staff/Project for coordination to complete MEAL required tasks.
- Support other tasks as required by the MEAL coordinators and MEAL Manager.
- Raise PRFs according to the MEAL component needs per project.
- Train and equip MEAL assistants/casuals staff with proper tools and materials to handle various MEAL activities.
- Building the capacity of the MEAL assistants/casuals to support the MEAL officers as per need.

- Conducted tasks oriented by MEAL manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- In-depth SPSS, and Excel knowledge; and information dissemination software
- Good report writing and information dissemination skills
- Good knowledge of and experience with humanitarian guidelines and principles
- Good contextual knowledge of the local community and social/cultural constraints, realities, and organizational relationships for effective project design and implementation
- Communicates with integrity to different stakeholders- good interpersonal skills with people across a wide social range including project beneficiaries/community members, other WV staff/managers, government officials, etc.
- Good human resources management skills.
- Ability to travel/be based too/in project sites as needed.
- Ability to organize and facilitate capacity building/ enhancement for staff.
- Ability to verify data quality and Detail oriented.
- Inspires trust within/outside of the organization.
- Develops high levels of credibility and accountability.
- Understands the application of policy and the impact of decisions.
- Agrees with World Vision's mission, vision, and core values.
- Finds fulfilment in work through creativity, risk management initiative, and innovation, and encourages the same in colleagues.

- A degree in social sciences, nutrition, statistics or development studies.
- At least 2 years of relevant MEAL work experience in a supervisory level.
- Fluency in written and spoken English and Arabic Are required.

Work Environment

- The working location will be in Mosul city-Ninewa and with frequent travels to Ninewa districts such as Zummar, Sinjar, Tilkaif..etc. which are high-risk areas.