

MEAL Assistant - UNDP Grant (2 Positions)

Location: [Africa] [Uganda]

Town/City: Adjumani

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

Back ground

World Vision Uganda (WVU) is a Christian relief, development and advocacy non-government organisation dedicated to working with children, families and communities to overcome poverty and injustice. We currently work in 43 districts and have 48 Area Programmes implementing projects in health & nutrition, water, sanitation & hygiene (WASH), livelihoods & resilience, education and child protection. World Vision (WV) is committed to the protection of children and adult beneficiaries from exploitation and abuse and will not employ people whose background is not suitable for working with these beneficiaries. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Due to expansion in scope of our programmes, we are now seeking for a qualified and passionate individual willing to share in our vision and join the team in the following role.

Position: MEAL Assistant - UNDP Grant (2 Positions)

Report to: Project Manager

Location: Adjumani District (1) and Lamwo District (1)

Purpose of the position:

The MEAL Assistant will be responsible for measurement, monitoring, evaluation, accountability and learning of all activities under the UNDP project. He or she will ensure that there is quality project beneficiary data, timely measurement of project baselines, mid and end line evaluations, consistency in the objectives and success indicators of the project and will spearhead the development and timely delivery of relevant project reports. He/she will also be involved in proposal development.

Key Outputs/Responsibilities.

Monitoring and Evaluation

- Lead the development and implementation of an effective project monitoring and evaluation system
- Work with the Project Manager and MEAL Manager to conduct the project baseline survey.
- Work with the project coordinators to carry out timely project baseline, mid and end line evaluations.
- Support the Project Manager to develop and regularly update project M&E plans and indicator tracking table for use in tracking project progress
- Carry out field monitoring of project interventions
- Providing technical guidance and supervision to all project staff to ensure efficient implementation of M&E activities.
- Build capacity of project staff and partners on WVRR and WVU Design, Monitoring and Evaluation, and development programming approaches.

Quality Reporting

- Support preparation and dissemination of progress reports, end of project reports and others reports as per donor requirements.
- Take Lead in development of impact stories, success stories and case studies for sharing to enhance evidence reporting.

Learning and Accountability

- Take lead project learning and Reflections, and setting up of accountability framework for the project

Information management

- Establish and manage an effective project database that will include information on project beneficiaries and key project documents
- Package project information in various ways for use in external engagement and fund raising

Proposal Development

- Participate in the development of proposals and concept notes to ensure new funding

Any other duties as assigned by supervisor

- This may include representation in meetings

Qualifications: Education/Knowledge/Technical Skills and Experience.

- Bachelor's Degree in Statistics, Quantitative Economics, Development Studies or Social work and Social Administration with a post graduate qualification in Monitoring and Evaluation is desirable.
- At least three years' experience working with vulnerable communities and familiarity with humanitarian programming and implementation.
- Minimum of 3 years M&E related work experience
- Excellent demonstrated M&E skills including Data Analysis, situation analysis and problem definition, report writing skills and written communication skills in English
- Excellent Knowledge and use of Mobile data collection tools especially ODK.
- Demonstrated ability to design/formulate monitoring tools
- Experience of data collection, collation, analysis, and report writing
- Professional, motivated, open, creative, mature, responsible, flexible and, culturally sensitive
- Excellent verbal and written skills in English
- Excellent computer skills, particularly with Microsoft Excel, spreadsheets
- Work environment: Field -based within the Refugee Settlement