

Job Title: MEAL Officer

Starting Date: 09 August 2023

Deadline: 15 August, 2023

Duty Station: Country Office

Females Applicants are welcome and encouraged to join the call

About VHI

"Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at www.vision-hope.org."

Purpose

The purpose of the monitoring and evaluation (MEAL) officer position is to provide leadership and support in the development and operationalization of a MEAL system for multi-project

Duties & responsibilities:

- Produce all project activity reports (monitoring and analyzing the collected data about the process of verification, DDM reports, PDM reports, intervention, and M&E reports; weekly and monthly PROJECTS reports and data tracking sheets; other project reports as required) and ensure the high quality of these reports
- Build the capacity of the Field team in reporting; ensure that field teams collect the appropriate information; ensure all data is processed efficiently for analysis (assessment and M&E questionnaires, checklist, registration documents, etc.)
- Develop additional, or improve existing, MEAL tools (questionnaires, checklists, and new databases), to enhance reporting activities and improve the clear, effective communication of information gathered in the field

- Deal with complaints or issues related to distribution and other activities of the project through CRM channels or other channels
- Supervise the team for data collection and entry, conduct quality checks, and triangulate information to ensure the veracity and reliability of data
- Ensure compliance with VHI procedures and practices throughout emergency response activities, including adherence to Do No Harm principles
- Ensure protection issues are fully considered throughout the project cycle with women, the elderly, the disabled and the most vulnerable being included in decision-making for all project issues
- Effectively manage MEAL teams to complement quality project implementation
- Ensure the MEAL system is in place and ensure the transition toward a more robust system
- Ensure quality data management and support technical teams through the generation of evidence
- Any other tasks assigned by MEAL manager or PM.

QUALIFICATIONS AND SKILLS:

- Bachelor's Degree in in Graphic Design, Media, Marketing, Journalism, or any related field.
- Minimum 2 years of experience working in a similar position.
- Excellent English and Arabic Languages (Writing and speaking) are required.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Reporting skills are required.
- Strong communication skills and creativity

Additional job responsibilities:

- Joining date: As soon as possible.
- 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.

Additional Considerations:

- The Project Officer must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.

How to Apply

- Please Use this link to apply for the position: [Click Here](#)
or link here : <https://forms.office.com/r/YzYaUbuCLT>
- **Note: Only filled forms in the link above will be considered as candidates.**
- CV, Cover letter, a copy of the university degree, and Experience certificates send them via email to: Recruitment.Yemen@vision-hope.net
- Please write the job title and location in the Subject Field of your email as **MEAL Officer**
Only short-listed candidates will be contacted.
- **RECRUITMENT IS URGENT:** Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date.