

**Job Title: MEAL Officer**

**Start Date: 23/01/2024**

**Deadline: 27/01/20224**

**Project: Education**

**Location: Aden\_Hays**

**Status: Full-Time (100%)**

**Female 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](http://www.vision-hope.org).”

### ***Job Purpose:***

Under the supervision of the MEAL manager, the MEAL officer will serve as the main focal person for all MEAL-related activities of the education project. S/He will be directly responsible for the monitoring, assessment process, and reporting of the project. The Education MEAL Officer assumes the responsibilities given under the purpose and undertakes her/his regular tasks in accordance with the organization's relevant policies, strategies, and the project result framework and provides feedback to the project team for the better/standard implementation of the activities. S/he also will work closely with the MEAL department on technical matters and report to the MEAL Manager and the project manager.

### ***Responsibilities***

- Lead and conduct assessments, baseline, end-line, PDM, and other needed surveys corresponding with the project timetable
- Assist the project team in the day-to-day monitoring of the project in the overall implementation and management of monitoring evaluation accountability and information management for a high-quality innovative and effective learning project.
- Prepare complete and high-quality reports ensuring quality data from the schools are effectively tracking

- Conducting school monitoring visits and ensuring data quality and accountability processes.
- Work with the MEAL Manager in conducting education assessments as well as identifying gaps in the education project.
- Ensure implementation of project activities aligned with the plan & and BOQs
- Responsible for analyzing data and producing required MEAL reports/studies of the project: baseline, PDM, AIM & end-line reports, and VHI or donors MEAL reports.
- Supervise and provide leadership on data collection exercises, identify strengths and weaknesses in existing data collection, and raise the issue with the MEAL manager
- Provide technical support to the staff and volunteers on the use of the data collection tools
- Submit to the MEAL Manager weekly and monthly updates on MEAL activities conducted in the field
- Tracking the project performance on a monthly basis, by assessing the progress of the project in achieving the agreed outputs by coordinating the collection and analyzing the progress data against the performance indicators (through the IPTT); and ensuring timely compilation and reporting of data.
- Identifies and documents lessons learned, and generates best practices.
- Support and contribute to lessons learned workshops for projects to capture achievements and challenges, and record proposed recommendations for future planning
- In charge of supporting and producing successful stories on field project activities.
- Ensure the Complaint Feedback Mechanism (CFM) is functional and accessible to beneficiaries.
- Deal with complaints or issues related to distribution and other activities of the project through CRM channels or other channels
- Keeps complaints records confidential and only accessible to relevant staff according to the internal feedback mechanism guidelines.
- Ensure compliance with VHI procedures and practices throughout implemented activities, including adherence to Do No Harm principles
- Integrates protection and gender perspectives in all areas of work, to ensure equal participation of women, men, boys and girls, and people with disabilities in data collection processes.

- Participate in monthly project review meetings.
- Any other tasks assigned by the line manager.

***Additional job responsibilities:***

•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 field monitor must adhere to VHI policies and the code of conduct and faithfully and responsibly represent the organization.

***Requirements (Qualification and Experience)***

- University degree in education, Social Science, international development, or a related subject.
- At least 2 - 3 years of experience working in working in the field of monitoring and evaluation
- Experience with reporting, project management cycle, MEAL, and donor requirements.
- Previous experience in a humanitarian setting.
- Computer skills including the ability to operate MS Office package at a highly proficient level and other data collection applications i.e. KOBO,
- Excellent interpersonal and representative skills (written, oral, cross-cultural).
- Ability to take initiative where appropriate to deal with difficulties encountered in daily work.
- Ability to adapt, and change priorities according to the changing situation within a mission or the organization.
- Ability to conduct work in a professional and mature manner.
- Commitment to the aims and principles of VHI.
- English and Arabic language proficiency (speaking, reading, writing).

***Desirable:***

- Excellent reporting, written and oral communication skills.

- Flexible and able to work well under pressure.
- Capable of working collaboratively with team members to achieve results.
- Relates and works well with people from different cultures, genders, religions, and backgrounds.
- Able to travel to the target villages and conduct required visits and survey

### ***How to Apply***

- **Note: Only filled forms in the link below will be considered candidates.**
- **Please use this link to apply for the position: [Click Here](#)**
- **CV, Cover letter, a copy of the university degree, and Experience certificates send them via email to: [Recruitment.Yemen@vision-hope.net](mailto:Recruitment.Yemen@vision-hope.net)**
- **Please write the job title and location in the Subject Field of your email as MEAL Officer\_Hays**
- **The test and the interviews will be conducted once the applicable candidate #applies short-listed candidates will be contacted.**
- **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**