

Job Title: Project MEAL Officer

Starting Date: 26/6/2025

Application Deadline: 9/7/2025

Duty Station Al Mahwit Office

Status: Full time

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.”

Job Description:

Under the direct supervision of the MEAL Manager, the MEAL Officer is responsible for leading Monitoring, Evaluation, Accountability, and Learning (MEAL) activities in Al Mahwit. This includes ensuring high-quality data collection, analysis, and reporting across all project sectors (FSL, Health, Nutrition, WASH). The role involves routine output monitoring, quantitative and qualitative data collection with target communities, facilitation of learning reviews with project staff, and maintenance of community feedback channels.

Duties and Responsibilities

- Develop and implement a robust M&E system to track project results at output, outcome, and impact levels.
- Consolidate and review Means of Verification (MoV) documentation and update the Indicator Performance Tracking Table (IPTT).
- Design and implement a comprehensive MEAL plan, including tools, indicators, MoVs, field visits, and reporting timelines.
- Design MEAL tools such as indicator tracking sheets, checklists, and survey templates.
- Conduct and supervise data collection, cleaning, analysis, and quality assurance.
- Lead regular and spot monitoring visits and monthly performance reviews.
- Develop and maintain the project reporting matrix in coordination with project and MEAL managers.
- Implement and supervise VHI's Complaints and Feedback Mechanism (CFM), ensuring timely, safe, and accountable processing of complaints.
- Ensure that Accountability to Affected Populations (AAP) is integrated across all project activities.
- conduct Post-Distribution Monitoring (PDM), baseline, endline, and other assessments.
- Verify beneficiary details and ensure accurate data entry into project databases.

- Train project staff on MEAL tools and ensure understanding of the project's logical framework, indicators, and goals.
- Develop and review Information, Education, and Communication (IEC) materials if needed.
- Organize evaluation workshops and document lessons learned and good practices for continuous improvement.
- Support field team meetings and follow up on action points.
- Perform any other duties as assigned by the supervisor.

Education And Skill Requirement:

- Bachelor's degree in Social Sciences, Statistics, Development Studies, or a related field.
- Minimum of 3 years of MEAL experience in humanitarian or development settings.
- Strong knowledge of data collection tools and software (e.g., KoboToolbox, Excel).
- Excellent analytical, reporting, and communication skills.
- Fluency in English; strong written and oral communication, including facilitation and cross-cultural communication.
- Solid understanding of data management principles and both qualitative and quantitative analysis.

Additional job responsibilities:

The duties outlined above are not exhaustive. The role holder may be required to perform additional tasks within the scope of their skills and experience.

Additional Considerations:

- The MEAL Officer must adhere to VHI's policies and Code of Conduct and represent the organization faithfully and responsibly.
- Demonstrates sensitivity to gender, protection, and inclusion principles in all MEAL activities.

How to Apply

- Please Use this link to apply for the position: [Click Here](https://forms.office.com/r/YzYaUbuCLT) 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