

Field Officer (MEAL)



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Apr 26, 2025

Published : Apr 19, 2025

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

About CRS:

CRS works to *save, protect, and transform* lives in need in more than 100 countries. CRS's relief and development work are accomplished through programs of emergency response, health, agriculture, education, microfinance, and peacebuilding.

Background

CRS has been working on behalf of Afghan families since 2002, with hundreds of experienced Afghan staff working in offices across the country. We provide emergency relief, basic needs and services, improved livelihoods, and other life-enriching services to tens of thousands of households. CRS is currently implementing programs in the provinces of Bamiyan, Daikundi, Ghor, Herat, and Kabul and is exploring additional expansion. CRS maintains five (5) main offices in the country as well as several sub-offices that support the direct implementation of program activities. With over 200 staff members, the Country Program is growing to meet new needs throughout the country.

Over the last several years, natural shocks and stresses, as well as economic instability, have contributed to widespread food insecurity, with over a third of Afghanistan's population facing high levels of acute food insecurity. As of 2023, over 3 million children suffer from severe or moderate acute malnutrition, with close to one million pregnant and lactating women suffering from acute malnutrition. To respond to these critical needs, CRS is expanding its food and nutrition security programming to better meet the needs of vulnerable households and, in particular, the unique dietary needs of pregnant and lactating women, adolescent girls, and children under five.

Project Summary:

CRS is implementing a 36-month EU-funded project in three districts (Injil, Gozara, and Koshk Robot Sangi districts) of Herat province to support households and communities to improve their livelihoods and resilience sustainably. The project focuses on community-led solutions that will improve watershed and disaster risk management (DRM), increase farmers' access to the markets, farmers capacity building, Agricultural inputs distribution, and saving loan groups. Through this project, 20 vulnerable communities in the Herat province will have strengthened resilience to crises and disasters such as droughts, flooding, food security, and market shocks and will enhance their economic stability.

Job Description:

You will assist project monitoring, evaluation, accountability, and learning (MEAL) implementation by working directly with CRS field staff and community members, coordinating various MEAL-related project activities and events in support of CRS's work to serve the poor and vulnerable. Your service and community relations skills ensure that communities consistently feed into and benefit from the project, consistently apply best practices, and continuously work towards improving its impact.

Roles and Key Responsibilities:

- Support the coordination and monitoring of project activities at the field level, ensuring implementation schedules are met as per the detailed activity plan, and that adherence to MEAL-related systems for quality project implementation are strengthened.
- Coordinate communication and facilitate MEAL-related information sharing among the project team, implementing partners, and project participants.
- Assist with the roll-out and implementation of the project's feedback, complaint and response mechanism (FCRM). Support actively seeking and responding to feedback from all members of targeted communities and other stakeholders as defined by the FCRM.
- Lead the development of and training of field staff on data collection tools for project monitoring. Ensure that a strong monitoring plan is established that is aligned with donor requirements as well as the information needs of CRS and other key stakeholders.
- Liaise with various community stakeholders and mobilize them to ensure full involvement of community members and leaders in the overall implementation and improvement of project MEAL activities.
- Compile data provided at the community level as per project requirements and contribute to the preparation of reports.
- Contribute to program learning by posing thoughtful questions, reflecting upon and sharing with project management the information gathered from community members and partners. Support the development and oversight of a project learning agenda.

- Contribute to the design and implementation of assessment and formative research activities.

- Initiate and develop the data collection forms with MELA SPO
- Build the capacity of field staff on qualitative and quantitative data collection
- Provide weekly reports to MEAL SPO about the outcome of the project

Job Requirements:

- High school diploma required. Bachelor's degree in data sciences, Statistics, or a related field is a plus
- 2 years of work or volunteer experience in MEAL. Experience in MEAL and with I/NGO would be a plus.
- Experience with community mobilization and engagement; demonstrated ability to work within communities while being sensitive to gender and local customs.
- Solid knowledge of principles and current approaches to monitoring and evaluation of relief and development programs using both quantitative and qualitative methods.
- Computer skills: MS Word, MS Access, MS Excel, MS Power Point

Knowledge, Skills and Abilities

- Observation, active listening, and analysis skills with the ability to make sound judgments
- Good relationship management skills and the ability to work closely with local partners and community members
- Strong analytical, facilitation, and coordination skills.
- Paying attention to detail, accuracy, and timeliness in executing assigned responsibilities
- Proactive, results-oriented, and service-oriented
- Ability to design the paper and digitalized formats for MEAL
- Ability to manage data accuracy and data verification
- Ability to travel to the field regularly

Preferred Qualifications

- A bachelor's degree in data sciences, Statistics, or a related field is a plus.
- Experience using MS Windows and MS Office packages (Excel, Word, and PowerPoint).
- Experience using CommCare and Power BI a plus.

Supervisory Responsibilities: None

Key Working Relationships:

- **Internal:** Food Security & Nutrition Senior Project Officer, Nutrition Technical Advisor, Field Officers, Cash project team, FRAMES II project team, Social and Behavior Change Senior Project Officer.
- **External:** Peer organizations, community leaders and community members

Required Languages – Fluency in Dari is required. Proficiency in English is highly desirable.

Travel – This position will be based in Herat. Up to 90% of travel to field sites and to the districts in Herat, and also, if needed to Bamiyan, Ghor, and Kabul, is anticipated.

CRS is committed to providing daily allowances for mahram who accompany female staff on day trips to the field, and per diem and accommodation for mahram who accompany female staff on work-related trips that require overnight stays.

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one's own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

Protection Acknowledgment: CRS prohibits all forms of abuse and exploitation towards children and vulnerable adults. As a professional candidate, you commit to adhering to the Agency's policy on protection, rights and dignity of children and vulnerable adults and to safeguard them from abuse and exploitation as defined in CRS' Safeguarding Policy

Submission Guideline:

Applications comprise a one-page cover letter to explain your interest and suitability for the post and your CV. Please **do not** attach your education documents and work certificates unless requested.

Dear Applicants!

The process of submitting a CV/Application has been changed to the online system. Therefore, interested candidates are encouraged to apply using the link provided below. Applications sent to any other email address or location will not be considered. **Please ensure to rename your application file according to your name entered on the first page of the application forms.**

Interested candidates can submit their applications [by clicking on this link](#).

Please note that applications received after the closing date (i.e., April 26th, 2025), will not be given consideration. **Only short-listed candidates whose applications respond to the above criteria will be contacted for tests and interviews.**

Submission Email:

Using above link

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
