MEAL Assistant

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Phone :
Web :

Job Summary

Vacancy :
Deadline : Dec 02, 2024
Published : Nov 25, 2024
Employment Status : Full Time
Experience : Any
Salary : According to Acted's Salary Scale
Gender : Any
Career Level : Any
Qualification :

About Acted:

Created in 1993, Acted is an international non-governmental organization pursuing a dual mandate of emergency response and development interventions in 40 of some of the world's most vulnerable countries affected by conflicts, disasters, or socio-economic hardship. With a team of 7,000 national staff and 400 international staff, Acted implements 500 projects a year to support more than 20 million beneficiaries, notably in hard-to-reach areas.
Acted goes to the last mile through programs and approaches that look beyond the immediate emergency towards opportunities for longer-term livelihood reconstruction and sustainable development. Guided by the motto "Think Local, Act Global" and its 3Zero –Zero Exclusion, Zero Carbon, and Zero Poverty – strategy, Acted puts local territories at the center and provides tailored support to local needs.
Acted Afghanistan:
Acted is working in 20 provinces in Afghanistan around the country. These provinces are affected by natural and man-made disasters. Acted provides relief and emergency assistance to vulnerable populations affected by displacements, conflicts, or natural disasters, in the fields of agriculture, shelter, wash, and food security.

Job Description:

Job Purpose:
The Monitoring, Evaluation, Accountability and Learning Assistant supports the MEAL Manager/Officer in the development and implementation of appropriate and viable monitoring, evaluation, accountability and learning systems that are in line with Acted's global MEAL procedures.

Duties & Responsibilities:

1. **Monitoring and Evaluation Systems:**

1.1. Technical and Systems Development

- Contribute to the development and updating of the country MEAL strategy, the consolidated MEAL work plan and MEAL frameworks for all ongoing projects;
- Support the MEAL Manager to implement the MEAL policies and procedures as described in the ACTED MEAL standard guidelines and make sure that the tools are followed as applicable;
- Contribute to an effective roll-out of M&E collection and reporting systems to all staff and partners through training, site visits, manuals, and other technical support as needed.

1.2. **M&E Implementation and Management:**

- Support the development of ToRs and mission plans for assessments, monitoring and evaluations (baselines, mid-terms, endlines);
- Assist in the development of appropriate data collection and analysis instruments, methodologies (e.g. survey questionnaires, focus group discussions, key-informant interviews) and data/information dissemination/utilization plans;
- Assist with data collection activities and ensure that data collection teams are organized and resourced as needed, and that they deliver as per field mission plans and according to data quality standards;
- In the absence of a dedicated database team, maintain electronic and/or paper-based MIS systems for tracking and reporting all quantitative data and information including reporting on ACTED's 28 global strategic program indicators;
- Assist in the analysis of MEAL data and help produce reports, factsheets with useful statistical analysis and presentation (charts, tables, histograms, box plots) as necessary in a timely manner;
- Provide data to the Project Development Team for use in preparation of reports to donors and other stakeholders, as required;

2. **Learning:**

- Contribute to proactive dissemination and use of knowledge gained through MEAL activities among Project Managers, Technical Coordinators and Project Development Manager/Officers;
- Contribute to organizing and facilitating learning events in order to capture best practices and lessons learnt when a project closes or as required;
- Document and share the lessons learnt and best practices on time and ensure that the knowledge gained contributes to the improvement of projects and influence the strategic development of future projects and activities;
- Support project implementation and improvement by providing timely information around project successes to be scaled up as well as challenges to allow 'course correction' throughout life of the program.

3. **Beneficiary Complaints and Response Mechanism:**

- Contribute to the implementation of the beneficiary Complaints and Response Mechanism (CRM) for the country mission in line with Acted standard beneficiary CRM procedures;
- Contribute to the proper management of the project CRM central database.

4. Other:

- Provide regular and timely updates on progress and challenges to supervisors and other team members;
- Participate in MEAL-related conferences and workshops when possible and stay up to date with best practices and new knowledge created in the field of MEAL;
- Perform any other related activities as assigned by immediate supervisor.

Job Requirements:

- Hold a bachelor's degree or equivalent.
- Have minimum 1 year experience working with INGOs.
- Have minimum 1 year experience working with MEAL Departments
- Have minimum 1 year experience with data collection.
- Fluent in Dari/Pashto, and advanced English language
- Good knowledge on the main monitoring and evaluation aspects
- Good English writing skills and experience.
- Experience with managing staff, especially enumerators/data collectors.
- Experience with providing trainings to enumerators/data collectors.
- Technical experience with data processing – data cleaning, data analysis.
- Technical experience with data collection software, especially KOBO toolbox
- Diplomatic communication skills

Submission Guideline:

Those who fulfill the above-mentioned criteria should send their updated CVs to the submission below email:

Kindly mention the Vacancy number, and position title in the subject line or your application may not be considered.
Please do not send heavy-sized documents (i.e., Tazkira, Education documents, work certificates)
Only shortlisted candidates will be called for the next stage of recruitment.
We strongly encourage residents to apply.
No CV will be considered after the closing date.

Acted is an equal opportunity employer and does not charge a fee at any stage of the recruitment process. All applications are free for all candidates, and no one should require any payment or compensation during the recruitment process.

Submission Email:

afghanistan.jobs@acted.org

Education & Experience

Have minimum 1 year experience working with INGOs.

Must Have

Hold a bachelor's degree or equivalent.

Educational Requirements

Compensation & Other Benefits