MEAL Officer

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Phone :
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Job Summary

Vacancy :
Deadline : Dec 10, 2024
Published : Dec 03, 2024
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

About Help – Hilfe zur Selbsthilfe, Afghanistan:

About Help Hilfe zur Selbsthilfe:

Founded to support Afghan refugees in Pakistan in 1981, Help – Hilfe zur Selbsthilfe is an internationally active aid organization with more than 40 years of experience in humanitarian aid and development assistance. Our goal is a world in which all people can live a self-determined life in dignity and security.

Helping people to help themselves is our guiding principle. We support people struggling with or threatened by crises. Help strengthens survivability, improves living conditions, and increases the resilience of people in difficulty worldwide.

Our help is needs-based and environmentally friendly and recognizes that people are equal in all their diversity and whatever their circumstances. In this way we contribute to sustainable change in line with our vision.

Job Description:

The ultimate objective of this position is to ensure appropriate implementation of AFG 138-24 project of Help "Hilfe zur Selbsthilfe e.V." interventions at the field level. The incumbent will be required to frequently travel to the target districts, collect monitoring data, and report to the Help MEAL Department for quality improvement adhering to Core Humanitarian Principles and Standards.The ultimate objective of this position is to ensure appropriate implementation of AFG 138-24 project of Help "Hilfe zur Selbsthilfe e.V." interventions at the field level. The incumbent will be required to frequently travel to the target districts, collect monitoring data, and report to the Help MEAL Department for quality improvement adhering to Core Humanitarian Principles and Standards.The ultimate objective of this position is to ensure appropriate implementation of AFG 138-24 project of Help "Hilfe zur Selbsthilfe e.V." interventions at the field level. The incumbent will be required to frequently travel to the target districts, collect monitoring data, and report to the Help MEAL Department for quality improvement adhering to Core Humanitarian Principles and Standards.

Implement monitoring plans through scheduled field visits and spot checks, in a timely and accurate manner:

• Conduct required quantitative site assessments and report information to the MEAL manager. Field visits shall include taking date-stamped digital record photographs where appropriate for each location;
• Undertake field monitoring visits during beneficiaries' selection through implementing partner at the village level and ensure the agreed criteria and humanitarian principles are in place and adhered to during the beneficiary selection process;
• Undertake monitoring at the inputs and cash distribution venues and ensure agreed and proper mechanisms are in place throughout the process;
• Carry out post-distribution monitoring to ensure beneficiaries are properly using the inputs and for the intended purpose;
• Undertake monitoring of adherence to environmental and social safeguards, including gender aspects, at the community level during the implementation of humanitarian response activities (i.e., various emergency food assistance packages, NFIs and winterization kits) at the community level.
• Conduct periodic monitoring of end-line surveys on the village level and ensure that accurate and quality data is collected by relevant enumerators;
• Attend coordination meetings at provincial offices to understand the nature of the on-going emergency project and technical aspects of various inputs/interventions;
• Conduct ad-hoc meetings and interviews with different stakeholders – community elders and other relevant entities at the district level and share meeting minutes with Help MEAL Department;
• Provide regular reports after each field visit to the Help MEAL Department through Kobo Toolbox and/or paper-based as applicable;
• Any other relevant tasks assigned by the Help Management.

Job Requirements:

Minimum work experience required for this position:

• At least 2-3 years' work experience in the similar field with INGOs and/or reputed NGOs
• Interpersonal and communication skills.
• Reporting skills
• Knowledge of working with Kobo Toolbox
• Ability to work in a team environment

Preferred Skills, Knowledge and Experience:

• Master degree in relevant field is preferred
• Understanding of gender programming
• Communication skills and knowledge of local communities.

Work Environment:

Complete Travel and/or Work Environment statements if applicable.

The position is based in Ghor province with field travel to project sites in districts. The successful candidate will receive an orientation to the role and operating environment and should be able to travel to the districts regularly.

Submission Guideline:

Please submit your CV and application to **recruitments-afg@help-ev.de**. Make sure to include the job title and vacancy number in the subject line of your email.

Submission Email:

recruitments-afg@help-ev.de

Education & Experience

Master degree in relevant field is preferred

Must Have

At least 2-3 years' work experience in the similar field with INGOs and/or reputed NGOs

Educational Requirements

Compensation & Other Benefits