

Job Title: MEAL officer

Reports to: Team Leader

No. of vacancy: 1

Contract: Annual for 3 years based on performance.

Location: Bara district

Salary: as per provision of project/Negotiable

Position Description:

Under the direct supervision of the Project Lead and in coordination with other project team members and Islamic Relief Nepal; MEAL officer will contribute towards successful implementation of MEAL activities at the **Strengthening Community Resilience** project level.

Purpose: The MEAL officer will contribute to the design and implementation of MEAL plan, setting up accountability system, ensure timely submission of high-quality reports, create contents, stories and supports in the process documentation of the project activities.

Major responsibilities

- Support to design the M&E plan and lead its implementation, including the baseline study and periodic assessments
- Lead in formulation and implementation of project M&E plan, which are updated on a quarterly basis.
- Lead to ensure the beneficiary database are precisely collected and well maintained as per the JJYC standard requirement
- Support project team in conducting various assessments, facilitate focus groups and other qualitative data collection exercises.
- Review the project reports and ensure timely submission of high-quality reports (Monthly, Interim, Final and Event reports)
- Support project team in setting up robust accountability mechanisms to beneficiaries, donors and review the use of accountability mechanisms, data, and responses.
- Provide support to project team in documentation of workshop, seminar, training.
- Lead in conducting post-distribution monitoring as well as real time monitoring.
- Lead to conduct the periodic learning review events and ensure they are well documented.
- Design the reporting plan and lead its implementation, including the inception report and periodic/ad hoc reports
- Produce periodic reports on community feedback, MEAL results in order to review, analyze and make corrective measures to excel in quality delivery timely.

Key Capabilities:

A. Project Management:

- Lead to develop the project MEAL framework based on the project log frame.

- Lead to implement the MEAL plan and the indicator tracking on a periodic basis.
- Lead to ensure robust complain response mechanism and safeguarding compliances are practiced well
- Conduct periodic review and reflection to accommodate failures and successes appropriately and update the lesson learnt log accordingly.

B. Capacity Building

- Capacity building of the team members on effective reporting, data base collection and setting up accountability mechanism
- As required develop the format to ensure the accurate and precise information are collected from the field level

C. Monitoring & Evaluations

- Ensure the monitoring and evaluations are well set up in the project and are functional.
- Support and encourage the team to adapt to change and also ability to accommodate new learning guidance and requirements.

D. Relationship Management

- Manage effective communication and coordination within project staff, team members, PNGO board and all relevant stakeholders
- Provide the necessary support to the team to ensure the

E. Child and adult safeguarding

- Ensure all the working environments in the office and working areas are child and adult-sensitive.
- Support the organization in complying with all child and adult safeguarding policies, requirements, and audits
- No previous records/information regarding involvement in safeguarding concerns (Positive/satisfactory statement in reference check).
- Disseminate information/messages to beneficiaries and target communities on Safeguarding and Prevention of Sexual Exploitation Abuse and Harassment (PSEAH).
- Contribute to setting up and systematizing the robust complaint and reporting mechanism.
- Responsible for collecting/compiling and updating the complaint response log.

Academic Qualification, Knowledge and Experience:

- Bachelor's degree in Sociology, IT, media and communication or any other similar field
- Minimum 2 years of experience in similar position that outlines expected roles
- Demonstrated experience working with NGOs/private sector
- Fluency in written and spoken Nepali and English

Sector Knowledge:

- Have a good technical knowledge and experience on sector, report writing, MEAL plan implementation, progress and indicator tracking, data and information management
- Ability to work in diverse team to yield quality results within the stipulated time period

HOW TO APPLY

A Cover letter with latest curriculum-vitae, a copy of Nepali citizenship certificate should be submitted by email to recruitmentjjycbara@gmail.com. Or direct in JJYC Bara Kalaiya-I, motibag, Head Office no later than 28th of June, 2022. Please indicate the position that you are applying for in the subject line.

Only short-listed candidates will be invited for the written and interview process. Telephone enquiries will not be entertained.

Note: JJYC Bara is equal opportunity organization, Local resident, Women, Dalit, Marginalized and Differently Able are highly encouraged to apply for the positions.