**Job Description**

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| **Position** | MEAL Officer | **Starting Date** | ASAP |
| **Reference of the offer** | [To define] | **Publication Date** |  |
| **Location** | Tunis, Tunisia | **Type of contract** | Fixed Term Contract |
| **Duration** | 6 months | **Security Level** | Cf SoP  |

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| **About ACTED** |
| Since 1993, as an international non-governmental organization, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. Acted endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: Acted’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, Acted is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org) |

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| **Context of the position and key challenges** |
| The Monitoring, Evaluation, Accountability and Learning Officer is responsible for the development and the implementation of appropriate and viable monitoring, evaluation, accountability and learning systems that are in line with the Acted’s global MEAL procedures, and contributing to ensuring that Acted’s projects and programs perform as planned. In addition, the MEAL Officer will support the organization the MEAL team ensuring effective management and training of team members.**OBJECTIVES:**1. **Support the development and implementation of solid MEAL systems** and mechanisms for Acted Libya and Tunisia that are in line with global MEAL procedures and formulate recommendations to improve them as relevant, so that they deliver effective research/outputs in a way to inform timely decision making and the adoption of sound corrective measures.
2. Ensuring that **lessons learnt and best practices** are discoursed and documented and influence the strategic development of future projects and activities for Acted Libya and Tunisia.
3. **Support the implementation of database systems** ensuring data on project beneficiaries, processes, progress, and performance are effectively collected, entered, cleaned and validated, stored, transformed and presented in an efficient and effective manner.
4. **Management and training of MEAL staff** to ensure the operations and delivery of MEAL functions.
5. To contribute to the effective functioning of **Acted’s feedback and response mechanism**.
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| **Key roles and responsibilities**  |
| 1. **Ensure the implementation of robust MEAL systems:**
2. Provide technical support to the MEAL Staff on the design and implementation of appropriate data collection and analysis instruments, ToRs and methodologies;
3. Support MEAL staff on data analysis and reports for projects;
4. Support MEAL staff in the development, strengthening, functioning and use of data;
5. Ensure the MEAL policies and procedures as described in the Acted MEAL standard guidelines are implemented by MEAL staff; make sure that the tools are followed as applicable;
6. Support on the development of MEAL frameworks (including GREAT indicators) and proposals development;
7. Develop and review MEAL reports and provide feedbacks to MEAL unit;
8. Support on the consolidation of annual data for indicators and beneficiaries to report on the Annual Report;
9. **Capitalization and Learning**
10. 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.
11. Contribute to organizing and facilitating learning events in order to capture best practices and lessons learnt when a project closes or as required;
12. **Ensure the implementation of database systems**
13. Oversee the development, on-going modifications, strengthening and functioning of the country level data management;
14. Support the Database Officer in the roll out and in ensuring the functionality of Database Management Systems (DBMS) across users including implementing partners as required;
15. Contribute to the development of strategies to increase data use and demand amongst relevant staff and other data/information users;
16. **MEAL Team Leadership and staff Capacity Building**
17. Coach, train, and mentor MEAL staff with the aim of strengthening their technical capacity, exchanging knowledge within the MEAL team and providing professional development guidance.
18. Ensure a positive working environment and good team dynamics;
19. Manage interpersonal conflicts among team members;
20. Identify the MEAL training needs of team members and discuss plans with the Senior MEAL Officer for both internal and external trainings;
21. **Acted Feedback Mechanism**
22. Support the Helpline and Accountability Assistant in the effective functioning, review and improvement of the Acted Feedback Mechanism (AFM), in line with Acted standard feedback and complaint procedures;
23. Build capacity and understanding among Acted staff, partners and contractors on beneficiary accountability and the AFM;
24. Contribute to the proper management of the project AFM central database.
25. **Other**
26. Provide regular and timely updates on progress and challenges to supervisors and other team members;
27. Participate in MEAL-related conferences and workshops when possible and stay up to date of best practices and new knowledge created in the field of MEAL;
28. Perform any other related activities as assigned by immediate supervisor.
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| **Required qualifications and technical expertise** |
| * University Degree in Political Sciences, Public Administration, International Affairs, Economics or a related field (anthropology, sociology, statistics);
* At least 1-2 years of professional experience in Monitoring and Evaluation in humanitarian and/or development organisations;
* Good organizational and communication skills with international and national staff;
* Ability to coordinate a team and organise work within the team (remotely);
* Teamwork and team building skills, capacity building skills;
* Flexibility and adaptability are essential, as well as the ability to plan, take initiative and work independently;
* Good knowledge in assessment methodologies, descriptive statistical analysis, data visualization and reporting;
* Excellent communication and drafting skills in English and French;
* Knowledge of the Libyan context is an asset;
* Good knowledge of basic Office software programs (Excel, Word, PowerPoint)
* Knowledge of Power Bi and Power Query is a plus
* Familiarity with Kobo Toolbox.
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| **Conditions** |
| * Job Title: MEAL Officer
* Duty Station: Tunis, Tunisia
* Under the Supervision of: Senior MEAL Officer
* Working Hours: Full- Time Position
* Type of contract: Fixed Term Contract
* Estimated Start date: As soon as possible
* Salary: Salary defined by the ACTED salary grid based on level of education, expertise and level of experience.
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| **How to apply** |
| An application must be submitted in [English], attached with a CV, a cover letter and three references.Please send your application until the *09*/12/2024] to the following addresses: tunis.jobs@acted.org Please make sure the subject line of your email reads: “MEAL Officer Application.”Applications lacking this specified subject will not be considered. |