

<b>Position Name (Title) :</b>	<b><u>MEAL Officer</u></b>	<b>Position Level:</b>	Grade 9
<b>Reporting to (Title) :</b>	Quality Assurance & MEAL Unit Director	<b>No. of Direct Reporters:</b>	0
<b>Version:</b>		<b>Sector /Department/Section :</b>	Quality Assurance & MEAL UNIT

### Position Reporting Lines



### Main Job Purpose

Oversee the Monitoring, Evaluation, Accountability and Learning (M&E) System and lead all research, analysis and support documentation reporting for all the program/projects.

### Objectives

- Establish and maintain the MEAL system for projects/ programmes
- Support the programme/projects with quality MEAL analysis for donor and programme reporting
- Contribute to the program/project theory of change, analysis and reports.
- Support the program/ projects with guidance and tools on quality project management.

### Accountabilities

- Support program teams, in the development of new concept notes and proposals, through developing and or providing technical inputs to project/ programme Log-frames, intervention logic, MEAL related narrative parts and its costing, project TOCs and MEAL system parameters.
- Aggregate, validate and analyse project / programme MEAL data for Donor reporting in close collaboration with project team and partners. Support reflections, learning and timely project adaptations by providing MEAL analysis to project teams and partners.
- Support program teams with technical inputs and /or data collection analysis and reporting for participatory research for purpose of learning, and reporting for program’s sustainability and scale up.

- Lead the development and operationalization of MEAL system and Feedback Accountability Mechanisms to ensure the fulfilment of the program objectives and the project's overall implementation plan.
- Identify potential lessons learned and good practices to build the program's learning and knowledge portfolio.
- Prepare regular qualitative and quantitative MEAL reports and communication.
- Conduct periodic spot checks to ensure proper documentation for program initiatives & data verification is done including sharepoint.
- Responsible for executing with quality the MEAL tasks in the respective stages of project management following CARE quality assurance on project cycle management guidance and tools.
- Responsible for technical part in MEAL consultancy TOR to ensure the quality implementation of consultancy missions.
- Ensuring data verification and validation for CARE EGYPT annual reporting and quarter reports.
- Support CARE staff and partners' capacity building on MEAL.

### Position Relationship with Other Parties

Internal Relationship	External Relationship
<ul style="list-style-type: none"> <li>• Program/Project Staff</li> <li>• Cooperate and communication unit</li> <li>• Cross cutting Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Partner Organization</li> <li>• Donors</li> <li>• MEAL Consultants</li> </ul>

### Working Environment

The position follows the normal working environment of the organization.

Indoor: 75 %

Outdoor: 25 %

Working Hazard: No

Working Days per week: 5 days

Days Off per week: 2 days

Working Hours: 8 Hours

### Position Dimensions

POSITION DIMENSION	
Level of Authority (the position keeps track of the expenditure to ensure that there is no overspending)	Execute Assigned Duties
Budget Control	Make Expenditure on a Predefined Budget

<b>Budget Amount</b>	No Budget Control
<b>Hiring Authority &amp; Promotion</b>	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
<b>Consequence of Error</b>	Impact Own Department

### Job Requirements

<b>Education:</b>	BSc in social/political science or relevant degree with experience in M&E, proposal development and documentation
<b>Experience:</b>	3 - 5 years of experience
<b>Computer Skills</b>	MS Office, Data visualisation and Power BI Statistical software, Online open source data collection and analysis software like KoBo, Dhis_2, other are an asset.
<b>Languages:</b>	<ul style="list-style-type: none"> <li>English (Proficient: speaking, writing and reading)</li> <li>Arabic (Proficient : speaking , writing and reading )</li> </ul>