Position Name (Title) :	**MEAL Officer**	Position Level:	9
Reporting to (Title) :	MEAL Director	No. of Direct Reporters:	0
Version:	1	Sector /Department/Section:	USAID Ending Violence Against Women and Girls Project

Position Reporting Lines

MEAL Director (USAID\EVAWG Program)

MEAL Officer
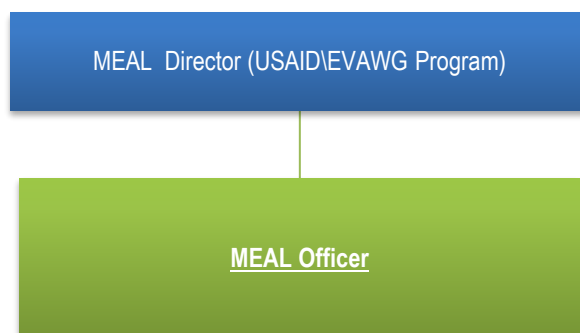
Main Job Purpose

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 EVAWG programme.
- Support the programme with quality MEAL analysis for USAID reporting.
- Contribute to the program/project theory of change, analysis, and reports.
- Support the program with guidance and tools on quality project management in line with USAID quality and MEAL standards.

Accountabilities

- Support program teams, in the development of new concept notes and proposals, through developing and or providing technical inputs to 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 USAID reporting in close collaboration with project team and partners.
- Support Collaborating, Learning and Adapting by providing MEAL analysis to project teams and partners.
- Support program team 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 USAID quality standards on project cycle management guidance and tools.
- Support program staff and partners' capacity building on MEAL.

Position Relationship with Other Parties

Internal Relationship	External Relationship
• Program/Project Staff • Communication team • CLA team • Documentation team	• Partner Organization • Donors • MEAL Consultants • USAID

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
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees

	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Department

Job Requirements

Education:	BSc in social/political science or relevant degree with experience in M&E, project reporting, and documentation
Experience:	3 - 5 years of experience with USAID projects is desired. Previous experience in gender and/or democracy projects is preferrable.
Computer Skills	MS Office, Data visualisation and Power BI Statistical software, Online open-source data collection and analysis software like KoBo, SurveyCTO, or other applications.
Languages:	• English (Proficient: speaking, writing and reading) • Arabic (Proficient: speaking, writing and reading)