

Position Name (Title) :	<u>Monitoring Evaluation Accountability and Learning (MEAL) Officer</u> <i><u>Temporarily position till December 31st, 2025 with possibility of renewal.</u></i>	Position Level:	9
Reporting to (Title) :	Quality Assurance & MEAL Unit Director	No. of Direct Reporters:	0
Version:	August 2025	Sector /Department/Section:	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 the designated 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 data validation, and spot checks to ensure proper documentation for program initiatives & data verification is done including projects / programme 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

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Program/Project Staff • Communication unit • Executive Assistant of the CeO 	<ul style="list-style-type: none"> • Partner Organizations • Donors • MEAL Consultants

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, proposal development and documentation
Experience:	3 - 5 years of experience
Computer Skills	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.
Languages:	<ul style="list-style-type: none"> English (Proficient: speaking , writing and reading) Arabic (Proficient : speaking , writing and reading)