



JOB OFFER
MEAL Coordinator
Based in Bucharest, Romania

Applications open until: 17 March 2023

Details of the mission

The main objective of the MEAL coordinator is to ensure high quality reports are being developed for donors and CARE France allowing for clear justification of moneys received. In order to achieve this the MEAL coordinator will train and guide 4 MEAL officers (3 in Romania and 1 in Moldova) who will be verifying and validating information as received from the partners. The MEAL coordinator will also lead the capacity strengthening of the partners the programme is working with. The MEAL coordinator will also play a crucial role in contributing to develop lessons learned and best practices in this unique programme set up.

Monitoring & Evaluation of Projects

- Support the development of M&E plans, indicator matrices, and clear data collection plan in line with donor requirements in discussion with the technical team and lead on all field data collection exercises
- Work with project teams to develop an M&E Plan that outlines the different steps that are required, setting out who will deliver what and by when.
- Planning and implementation of baseline surveys, monitoring and evaluation exercises and impact assessments when needed; (Formulate assessments and M&E tools; Organizing and conducting baseline, PDMs, and producing high quality analytical qualitative and quantitative reports)
- Organize field activities, and support in recruiting, training and managing partners' staff and volunteers
- Support data analysis, together with the project team and MEAL staff, and share them in the required format. Seek solutions for more complex data management requirements by working with IT colleagues
- Support systems to manage information generated by MEAL activities, such as complaints databases
- Explore and implement M&E tool rationalization through continuous review and consultation with field staff
- Strengthen the capacity of projects and partner staff to implement the M&E plans, including data collection, analysis, reporting and conducting regular quality monitoring.
- Conduct simple data analysis and present and disseminate information to inform program management

- Assist in reviewing data bases and data tracking tools of diverse projects in order to maintain data quality for collating reliable and consistent data which meets minimum reporting requirements of donors and CIL.

Accountability

- Assist the project team in strengthening the accountability mechanisms at project level
- Develop tools and database to collect, track, and follow up on beneficiary feedback regarding a project
- Set up simple systems to manage information generated by MEAL activities, such as complaints databases.
- Managing complaint and feedback mechanism for the project
- Ensure CIL accountability mechanism and materials are disseminated throughout operation area
- Ensure Core Humanitarian Standards are mainstreamed through program design and implementation via trainings.

Capacity Building

- Provide support to implementing partners with best practices and the program M&E framework
- Provide support needed for the hotline attendants in following up on complaints and hand out talking points for each situation occurring
- Support field workers and partners on accountability and humanitarian principles, and MEAL concepts/tools

Review, Reflection and Learning

- Assist the project team and partners in documenting lessons learnt and (donor) reports
- Conduct reviews, learning events at project locations
- Promote learning culture throughout CIL Sectors, particularly on issues of program quality. Regularly encourage Project leads to produce and report on best practices and lessons learnt
- Delivering any other responsibility assigned by the line manager
- Ensure proper performance, learning and development and retention of the MEAL activities
- Additional communications and information management duties as required / other tasks as assigned by supervisor.

Profile of the candidate

Experience and Education (training):

- Master's degree in business management, statistics, public policy, social sciences or equivalent.

- At least 3-5 years of relevant experience, especially at NGOs, academic organizations, standard-setting bodies, public agencies on development and humanitarian programming in emergency context.
- Excellent level of English

Technical skills:

- Excellent understanding of humanitarian principles and humanitarian processes
- Demonstrated writing skills and ability to do research/collect data
- Knowledge and facility with standard office computer systems and software, ability to use Microsoft Word and Excel, Power Point, Internet and e-mail skills required with proven working experience using ODK Software management required
- Excellent Verbal and written communication

Soft skills:

- Demonstrated communication skills and ability to liaise with affected communities
 - Demonstrated awareness and sensitivity to gender and diversity; experience and ability to live and work in diverse cultural contexts in a culturally appropriate manner; and capacity to make accurate self-assessment particularly in high stress and high security contexts.
 - Able to work under pressure and manage variable workload
 - Adapt to changing environment
 - Demonstrate fairness and impartiality
 - Team player
 - Ability to solve problem/work independently
 - Ability to strictly adhere to task deadlines
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Application conditions and modalities

Contract: fixed term contract until the end of September - renewable

Statut: Non-accompanied position

Starting date: ASAP

Manager: Program Development & Quality Assurance Coordinator – Ukraine Response

Location: Bucarest, Romania

Compensation package:

According to profile and CARE France salary grid from 41 604 EUR up to 45 938 EUR (yearly gross salary)

In addition to this compensation, the employee will receive:

- Health coverage paid 100% by CARE France
- Repatriation insurance paid 100% by CARE France
- Retirement bonus of 10% of the salary paid monthly or CFE affiliation for French citizen.

How to apply?

The interested candidates have to send their cv and cover letter to the following email address:

recrutement@carefrance.org

Reference of the offer: **MEAL-UKRAINE CRISIS**

CARE encourages diversity in its recruitments.

Due to the significant number of applications, we are unable to answer every candidate individually.

Only the selected candidates will be contacted directly. If you did not receive answer from us 3 weeks following your application, please consider your application as not selected.