

## Vacancy announcement

<b>Position</b>	<b>MEAL Volunteer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Amman, Jordan	<b>Type of contract</b>	Volunteering
<b>Contract duration</b>	6 months	<b>Security Risk Level</b>	Sensitive (2/4)

### 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 endeavors 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 5,900 national staff 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

ACTED Jordan provides emergency humanitarian assistance as well as longer term development programs reaching over 150,000 direct beneficiaries in Jordan in 2016. ACTED's operations are spread across Amman as the Country Office, and three area offices: From its office in Marfaq, ACTED provides support to vulnerable Jordanians and Syrian refugees of Northern Jordan including household rehabilitations, emergency assistance (cash, vouchers and in-kind), as well as water/sanitation infrastructure. ACTED is also working to develop sustainable livelihood programmes. In Za'atari King Abdulla and Cyber City refugee camps, ACTED provides water supply, solid waste management, hygiene promotion, community mobilization, repair and maintenance and has completed the initial phase of the Za'atari water network for over 80,000 refugees. In Azraq (including Azraq refugee camp), ACTED provides water supply, solid waste, desludging and food assistance for approximately 35,000 refugees. ACTED also partners with REACH, who provides information management support to working groups and sectors nationally.

### Key roles and responsibilities

#### 1) Tool Development

- Contribute to the development and maintenance of a consolidated M&E framework and work plan for all ongoing projects;
- Contribute to the effective deployment of M&E tools and reporting systems;
- Contribute to the development of terms of reference and mission plans by conducting surveys, audits and evaluations;
- Contribute to the development and implementation of appropriate data collection, analysis tools and methodologies.

#### 2) Data Collection

- Contribute to the supervision of data collection activities;
- Contribute to the maintenance of electronic and/or paper records for tracking and reporting of all quantitative and qualitative data and information.

#### 3) Data Analysis

- Analyze M&E data and produce reports, fact sheets including useful statistical analysis and presentations.

#### 4) Capitalization

- Contribute to the organization and facilitation of learning sessions to capture best practices and lessons learned;
- Contribute to the documentation and sharing of lessons learned and best practices and ensure that the knowledge gained is used to improve projects and impact the development strategy of future projects and activities.

#### 5) Complaint Management Mechanism (CMM)

- Contribute to the implementation of the Complaint Management Mechanism (CMM) of the mission's beneficiaries in accordance with ACTED's standard CMM procedures.



#### 6) Other

- Participate, when possible, in M&E related working groups and conferences and regularly learn about best practices and new knowledge in the M&E sector;
- Participate in any other activities assigned by the direct manager.

#### Required qualifications and technical competencies

University Degree in Political Sciences, Public Administration, International Affairs, Economics or a related field (anthropology, sociology, statistics)

Knowledge of field-based data collection methods

Design, Monitoring and Evaluation experience in humanitarian/development settings will be an asset

Excellent written and verbal communication skills

Ability to work well under pressure

Familiarity with basic office software programs

#### Conditions

Field Intern benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical, repatriation, and life insurance.

#### How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: MEALV/JOR**