

## Vacancy announcement

<b>Position</b>	<b>MEAL Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Hargeisa	<b>Type of contract</b>	Fixed Term
<b>Contract duration</b>	6 months (renewable)	<b>Security Risk Level</b>	Risky (3/4)

### 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 and 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 is supporting man-made and natural disasters-affected populations in Somalia by delivering emergency aid and strengthening their resilience. Somalia has been experiencing recurrent humanitarian crisis for more than 20 years; ACTED teams have been deployed for over 10 years with ongoing relief programming being carried out in the North as well as in the South (Lower Juba, Bay, Sanaag and Gedo Regions). Projects are designed according to the populations' needs and include activities related to water, sanitation and hygiene, food security and livelihoods, lifesaving cash transfer programmes, camp coordination and camp management, as well as shelter and non-food items activities.

### Key roles and responsibilities

The Appraisal, Monitoring and Evaluation (AME) Officer is responsible for developing and implementation of appropriate and viable appraisal, monitoring and evaluation systems that are in line with the ACTED's global AME procedures and contributing to ensuring that ACTED's projects and programs perform as planned.

#### 1. Monitoring and Evaluation

##### 1.1. Implementation and Management of AME Systems

- Contribute to the development and updating of the AME country strategy, consolidation of the AME work plan and AME framework for all ongoing projects;
- Ensure that AME observations/conclusions are taken into account and recommendations are incorporated into future concept notes, project proposals, and implementation plans;
- Implement AME policies and procedures as outlined in ACTED's standard AME technical guides and ensure that tools are used as recommended;
- Contribute to the effective deployment of AME collection and reporting systems for all staff and partners through trainings, site visits, manuals, and as many technical supports as needed.

##### 1.2. Technical Systems Development

- Develop terms of reference and mission plans and conduct surveys, monitoring and evaluations;
- Develop analytical tools, methodology and data/information dissemination/use plans;
- Closely supervise data collection and ensure that data collection teams are organized and documented as necessary;
- Ensure that data collected is securely stored in databases;
- Measure and report qualitative and quantitative data on processes, outcomes, deliverables, impact, target and performance indicators for all projects;
- Provide data to Project Development teams for use in reporting;
- Contribute to donor project proposals and funding efforts.

#### 2. Training

- Contribute to the proactive dissemination and use of knowledge gained through M&E activities to Project Managers, Technical Coordinators, and Project Development Managers and Officers;
- Contribute to organizing and facilitating training sessions to capture best practices and lessons learned.

#### 3. Contribute to the Beneficiary Complaint Management Mechanism (GMM)

- Contribute to the implementation of the Beneficiary Complaint Management Mechanism (BCM) in line with ACTED's standard BCM procedures;
- Oversee proper management of the central PMM database;



- Work on the understanding and ability of ACTED teams, partners and contractors to rely on beneficiary accountability and PMM procedures.
- 4. Other**
- Participate in conferences and workshops related to MEA when possible and keep up to date on best practices and new knowledge in the MEA sector;
  - Perform any other related activities as 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);
- At least 1-2 years of professional experience in humanitarian and/or development organisations;
- Experience with participatory appraisals and project cycle management encouraged;
- Good organizational and communication skills with international and national staff and rural communities;
- Flexibility and adaptability are essential, as well as the ability to plan, take initiative and work independently and under pressure;
- Excellent communication and drafting skills in English;
- Knowledge of the region an asset;
- Familiarity with basic office software programs.

### Conditions

- Salary between 1700 and 1900€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

### How to Apply

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