

Vacancy announcement

Position	MEAL Consortium Coordinator	Starting date	ASAP
Location	Ramallah, OPT	Type of contract	Fixed Term Contract
Contract duration	12 months (renewable)	Security Risk Level	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.

Position context and key challenges

ACTED started its activities in the Occupied Palestinian Territory in May 2007, with a food security programme in the West Bank. ACTED Occupied Palestinian Territory plans to expand its mission through agriculture, water supply, and economic development projects.

Fostering sustainable development of Palestinian civil society while addressing the humanitarian needs of vulnerable rural communities - ACTED's goal for 2011 has been to capitalise on its previous engagement in agricultural development in the West Bank by supporting the development of the cooperative sector. In parallel, and based on the developments in the region, we have maintained our focus on addressing the remaining humanitarian needs and assisting the most vulnerable populations in the West Bank. In coordination with the Palestinian Authority Strategic Plan of the Cooperative sector 2011-2013, ACTED has sought to strengthen rural cooperatives in the governorates of Salfit and Qalqilya. In addition, ACTED enhanced its emergency livelihoods intervention programme, providing much needed assistance to the most vulnerable rural Palestinian populations in the West Bank.

Key roles and responsibilities

The Consortium MEAL Coordinator position is placed within ACTED and serves all 5 Consortium partners in an equal manner. The Consortium MEAL Coordinator is a member of the Secretariat of the West Bank Protection Consortium (WBPC) and under the direct line management of the WBPC's Chief of Party. Consortium partners aim at strengthening their analytical capacity and deliverables. In close collaboration with the partners, the Consortium Secretariat (CS), the Consortium Management Unit (CMU) and the Consortium Advocacy Working Group (AWG), the MEAL Coordinator looks at the information generated by agencies individually and/or collectively in order to determine how to best shape this information in a way that is useful to all.

1. Chair and coordinate the MEAL Task Force of the Consortium
 - Organize and chair the MEAL Task Force
 - Work with the MEAL TF to develop, test and deploy analyses of dataset in the frame of the IMS of the Consortium to reinforce Policy and Strategic objectives of the Consortium
 - Liaise with M&E and GIS Focal Points of Partners – share information as appropriate and identify analyses and develop maps which can inform programmatic decisions
 - Work with the Secretariat to establish the systems and processes needed for effective information sharing with CMU, AWG and SC
 - Manage and improve the Consortium SharePoint as an effective and appropriate way of sharing information within the Consortium and serving as a focal point of all relevant documents generated by Consortium Partners or other relevant documentation
 - Work with the MEAL TF to organize and establish a harmonized accountability system at Consortium level
 - Ensure coordination between the MEAL TF and the other key groups of the Consortium
2. Lead on the consortium's Information management and support reporting
 - Improve the storage and dissemination of information within the consortium
 - Advise on appropriate data collection technologies, including database storage and management and contribute to its development and improvements
 - Organize and ensure regular updates to the consortium's information management system.
 - Supporting the development and managing the implementation of internal and donor-level Consortium reporting
3. Work with each key group in the Consortium (AWG, CMU, CS and Steering Committee) to identify, extract and formalize the information they need from the available data

- Engage regularly with each group to identify their needs in terms of data and analysis
 - Support each group in developing a narrative based on the data available and evidence-based analysis
 - Provide partners with an integrated analysis of all the relevant data
 - Analyze the consolidated consortium outputs (all components) to respond to reporting need and specific request from partners.
 - Support partners willing to produce analytical maps/reports for advocacy and representation purpose (i.e. not maps related directly to interventions such as fact sheet or community profiling)
4. Contribute to Consortium strategic thinking notably by substantiating relevant information in close collaboration with Consortium Head of Programs
- Support CTC and CREP in managing and visualizing data that can help improve the Consortium practices and its reporting to donors and other stakeholders
5. Engaging with external stakeholders generating data such as OCHA, Clusters, etc.
- Monitor data generated by other organizations and identify what can be of use for the Consortium
 - In collaboration with Consortium Head of Programs, liaise with other stakeholders to develop synergies for data collection and analysis (e.g. get shape files from OCHA for mapping)

Required qualifications and technical competencies

- Degree in Social and Human Sciences or Statistics, and a background in research methods.
- Previous experience in data management, data analysis and Information Management System
- Experience in program design and M&E plan development (Ability to design M&E tools, surveys, surveillance systems, and evaluations)
- Knowledge of the political and humanitarian context in the oPt preferable
- Excellent command in writing and speaking English
- Strong practical knowledge of the following computer packages: Word, Excel (advanced), Outlook, Powerpoint, and Statistical packages (SPSS, Stata, R or alike) along with GIS software (QGIS, ArcGIS or alike)
- Demonstrated communication and organizational skills
- Ability to train, mobilize, and manage both international and national staff
- Flexibility and ability to multi-task under pressure
- Proven ability to work creatively and independently both in the field and in the office.

Conditions

- Salary between 2200 and 2400€ monthly (before income tax), depending on the level of education, security level, etc. as well as a monthly living allowance of \$300
- Contribution to a housing allowance of up to 75% of ACTED benchmark or 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
- 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 including cover letter and CV to jobs@acted.org under **Ref: MEAL CC/OPT**