

## Vacancy Announcement

<b>Position</b>	<b>MEAL Officer</b>	<b>Starting date</b>	Beginning of May 2023
<b>Location</b>	Paris 9th arr., HQ, France	<b>Type of contract</b>	CDI (French Open-end)
<b>Contract location</b>	Open end	<b>Security risk level</b>	Calm (1/4)

### 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

In ACTED HQ, more than 100 staff are dedicated to the operational support of projects implemented in our countries of intervention.

### Key roles and responsibilities

Under the supervision of the HQ MEAL Manager, the HQ MEAL Officer supports the implementation of ACTED's global MEAL procedures at country level, assists in developing and improving ACTED's global MEAL systems and procedures in order to improve the relevance, quality, efficiency, effectiveness, impact, sustainability and accountability of ACTED programmes.

#### **1. Support effective implementation of ACTED MEAL systems at country level**

- a. Follow up and support the implementation of the MEAL processes and procedures as described in the
- b. ACTED MEAL standard guidelines for a portfolio of countries;
- c. Collect, respond to, and file Monthly Country MEAL Manager Reports ("MEAL TITANIC") for a portfolio of countries;
- d. Provide support to the MEAL country teams on appropriate data collection and analysis instruments, methodologies, data/information dissemination/utilization plans, and MEAL ToRs development;
- e. Follow up the development and regular updating of the country consolidated MEAL work plan and MEAL frameworks for all ongoing projects;
- f. Collect and conduct a final review of key project MEAL frameworks, to ensure indicators are reported on for all projects in a timely manner;
- g. Throughout project duration, follow-up on the continuous update of key project-specific MEAL frameworks;
- h. As relevant and in close coordination with the CD, TCs and country MEAL teams, support the development of the ToRs and mission plans for rapid needs assessments, and approve the first assessment report;
- i. Provide support to MEAL and Accountability teams for the establishment, implementation and monitoring of the beneficiary Complaints and Response Mechanism (CRM) for the country missions in line with ACTED standard beneficiary CRM procedures;
- j. Follow-up on the effective functioning of the beneficiary CRM and check that beneficiary complaints/feedback is adequately captured, analyzed, addressed and responded to in a timely manner and utilized by the programme and coordination teams;
- k. Collect, consolidate, analyze and file Monthly Country CRM Reports and databases;
- l. Build capacity and understanding among ACTED staff on beneficiary accountability and CRM.
- m. Encourage the organization of field-level learning events to capture best practices and lessons learnt when a project closes / as relevant;
- n. Collect, verify and file Country Learning Databases from ACTED field missions every 3 months;

- o. Identify MEAL-related hot issues from country portfolio and alert the HQ MEAL Manager in a timely manner;
- p. Contribute to the recruitment and internal mobility of international MEAL staff with HQ HR Recruitment Unit, and in close coordination with the HQ and Country MEAL Managers;
- q. Identify field MEAL teams' training needs and channels these to the HQ MEAL Manager;

## **2. Support the development and improvement of ACTED's global MEAL system and processes**

- a. As assigned by the HQ MEAL Manager, analyze MEAL data on specific thematic and produce useful statistical analysis and presentation (charts, tables, histograms, box plots, maps) and come up with recommendations as relevant;
- b. As assigned by the HQ MEAL Manager, develop new and/or innovative MEAL tools and practices, and follow-up on their implementation.
- c. In coordination with the HQ MEAL Manager, develop and maintain an HQ-level system for tracking and reporting on ACTED's global programme indicators.
- d. Develop a global system to ensure that the knowledge gained is made available to ACTED Programmes and project implementation teams to contribute to the improvement of projects and influence the development of future projects and activities throughout ACTED countries.
- e. In close coordination with the HQ MEAL Manager, develop and maintain a global CRM follow-up database at HQ-level for follow-up and statistical analysis; and formulate recommendations for improvement to MEAL field teams;
- f. Contribute to conduct ACTED's Departure Training's MEAL session, and the individual briefing of newly recruited / promoted staff to ensure they understand and are able to perform their roles and responsibilities;

## **3. Liaise with other Units within HQ Programmes Department**

- a. Support project implementation follow-up and improvement by collecting and channeling timely information around project successes and challenges from MEAL country teams to HQ GMU and Programme Unit
- b. Channel key MEAL findings and recommendations to HQ MEAL Manager and the GMU as relevant and in a timely manner to ensure they are reflected in upcoming concept notes, proposals, implementation plans, amendment requests, and reports;
- c. Follow-up and encourage the proactive dissemination and use of knowledge gained through MEAL activities among project implementation and project development teams;

## **4. Other**

- a. As assigned by the HQ MEAL Manager, participate in MEAL-related conferences and workshops when possible and stay up to date of best practices and new knowledge created in the field of MEAL;
- b. Contribute to maintain an up-to-date e-mail and Skype list of MEAL staff;
- c. Perform any other related activities as assigned by line 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
- Familiarity with basic office software programs

## **Conditions**

- Salary defined by the ACTED salary grid depending on education level, expertise – between 2100€ and 2300€ net per month
- Affiliation to health insurance
- Food allowance on working days



- 50% of Navigo pass taken in charge

### How to apply

Send your application (Resume and cover letter) to [jobs@acted.org](mailto:jobs@acted.org) Ref: MEALO/HQ