

Vacancy Announcement

Position	Consortium MEAL Coordinator	Starting date	March 2026
Location	Ramallah, Occupied Palestinian Territories	Type of contract	Fixed term
Contract duration	12 months (renewable)	Security risk level	Sensitive (2/4)

About Acted

For the past 30 years, Acted has been working at the forefront of humanitarian action to save lives. Acted supports more than 27 million people in 43 countries, meeting their needs in hard-to-reach areas, while pursuing a triple mandate as a humanitarian, environmental, and development actor. Acted relies on a deep understanding of local contexts to develop and implement long-term actions, in collaboration with a wide range of local and international partners, to collectively build a 3ZERO world: Zero Exclusion, Zero Carbon and Zero Poverty.

Position's context and key challenges

Acted has been present in the West Bank since 2007 and in the Gaza Strip since 2008. With its office in Jerusalem, Acted has been responding to humanitarian needs and development challenges in the Occupied Palestinian Territory through an integrated approach. In view of the worsening of the humanitarian situation in recent years, and even more so since 7 October 2023, Acted is mobilized to respond to the basic needs of the populations affected by the conflict.

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

- University Degree in Political Sciences, Public Administration, International Affairs, or a related field (anthropology, sociology, statistics)
- At least 2-5 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
- Ability to coordinate and manage a team
- Teamwork and team building skills, capacity building skills
- 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
- Experience in consortium management

Conditions

- Salary between 2600 and 3200€ 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)
- 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 4-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 under **Ref: MEALCC/OPT**