



Role profile

Basic information	
Job title	MEAL Assistant (Field Monitors)
Department	International
Location	Michika
Reports to	MEAL Officer
Matrix manager if applicable	
Direct reports	NA
Overall people management responsibility	N/A
Matrix management responsibility	
Budgetary responsibility	
Child protection clearance required	Not required
Expected travel per annum	Occasional travel
On-call/unsocial hours	No

Role definition
<p>Role purpose</p> <p>To assist the MEAL unit in regular data collection through implementing partners/volunteers and ensure the quality of the data by random verifications and validation. To record, manage and preserve monitoring and evaluation data in a safe and accessible way. Provide technical support on M&E and evidence-based recommendations to the relevant Program Officers and Partners. Support Program Officers and partners in conducting of field activities and adhere to CA's monitoring and evaluation system. Participate actively in programme planning processes.</p>
<p>Role context</p> <p>The role works within the International Programmes role family positioned within the humanitarian team. The role is key in providing MEAL support to the work team to ensure partnerships and programmes are managed effectively. The role will normally work within a country office and there may be occasional travel required</p>
<p>Key outcomes</p> <ul style="list-style-type: none"> • Support the development and strengthening of Monitoring and Evaluation systems to allow for effective, accurate reporting for decision-making and project implementation. • Contribute to building the Nigerian Country Office and partner capacity to develop and use participatory approaches to monitoring and evaluation for effective project implementation for

results.

- Encourage active knowledge management and organizational learning needs using Monitoring and Evaluation findings
- Positive relationships developed with partners/volunteers through effective communication.
- Information provided for the production of reports for institutional donors, project files maintained, supporter visits, and team meetings facilitated and supported.

Role requirements

Relationships

External

The role holder will have contact with partners., volunteers, and stakeholders at the state level.

Internal

The position is line managed by the MEAL Coordinator- Humanitarian. Has a key role in ensuring good relations with other roles in programmes, finance and logistics, and procurement

Decision making

The ability to make day-to-day decisions to assist in the administration and smooth running of the Partnership and programmes.

Analytical skills

Analytical skills are desirable to perform day-to-day logistics and coordination work.

Developing self and others

Ability to take initiative, be self-motivated, and build the capacity of/guide new and existing staff on programme and MEAL requirements.

Person specification

Applied skills/knowledge and expertise

Essential

- Degree in statistics or the social sciences with at least three working experiences with an I/NGO
- Experience in monitoring and evaluation and Project/programme-cycle management approaches and tools – including participatory planning.
- Understanding of reporting requirements of institutional donors such as WFP, ECHO, EU, DFID, and USAID.
- Understanding and familiarity with data management tools (such as KoboCollect, CS Pro, DHIS, and NHMIS is essential).
- Familiarity with Microsoft Packages.
- Familiarity and understanding of statistical software such as SPSS, Epi-info; STATA)
- Hands-on experience in monitoring and supporting community-based development programmes.

- Excellent report writing, communication (written and verbal) skills, and strong IT skills.

Desirable

- Understanding of partnership approach to international development
- Manage and organize information systems and establish and maintain filing systems
- Ability to produce quality reports, case studies, and humanitarian briefs from analysis conducted on data sets and gathered qualitative information.

IT competency required

Intermediate

Competency profile

LEVEL 1: You are expected to be able to:

Build partnerships

- Work in a collaborative way that develops positive relationships and proactively provides help to others
- Proactively participate in teamwork and contribute ideas, including those that may be beyond your own or your team’s role.
- Keep others informed about what is going on in your own work area.
- Treat everyone with courteousness, dignity, and respect, recognizing that people are different and have different views.
- Act and behave consistently with what you say

Communicate effectively

- Communicate clearly and concisely, verbally and in writing.
- Pass on messages or information promptly and accurately, ensuring clarity and understanding.
- Proactively question to clarify when needed.
- Explain things simply and in a different way if someone appears not to have understood.
- Be sensitive to and take responsibility for how your actions and words impact others and adapt if necessary.

Steward resources

- Be responsible for using resources economically, whether these are Christian Aid resources or wider environmental resources.
- Recognize that time is a resource and take responsibility and proactive measures for managing your time effectively.

Deliver results

- Agree on your work plan and priorities, keep track of your own progress, and keep others informed.
- Check the quality of your own work and deliver to expectations.
- Seek clarification and support from your manager when needed, ensuring appropriate sign-off.
- Respond promptly to the requests of others, handling competing priorities and seeking guidance on these where appropriate.
- Consider the consequences of your actions, and take responsibility for the impact on your work, your colleagues, and team objectives.
- Be accountable for your actions.

Realize potential

- Acknowledge gaps in your own knowledge and skills and seek out information and advice to learn.
- Regularly ask for and act on feedback on own performance.
- Assist others by showing how to complete tasks and sharing knowledge.

Strive for improvement

- Demonstrate openness and willingness to embrace change, be flexible, and adapt to new methods of working.
- Respond quickly and positively to new initiatives.
- Find ways to make improvements in your work and ways of working.
- Show initiative when faced with problems and proactively seek solutions.
- Willingly share knowledge and information that may help others.

DATE CREATED

02/11/2022

Further details of specific tasks and duties will be agreed upon with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviors the role-holder requires to be successful in the role; the key behaviors and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies, and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs, and values of Christian Aid as it seeks to work on relief, development, and advocacy for poverty eradication.