Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant - Role profile

Location	Biu and Mubi	**Department**	International
Reports to *(Job Title)*	MEAL Officer	**Salary Band**	G
Matrix manager (if applicable)	Click here to enter text.	**Competency level**	2

Role definition

Role purpose

The role holder will support Christian Aid's response to the humanitarian crisis in Nigeria, ensuring MEAL activities is effectively implemented across multiple projects in the humanitarian sector. The role holder will assist in the implementation and monitoring of Christian Aid's MEAL & Humanitarian Response, providing effective and timely support as required. The role profile is to ensure Humanitarian projects are of pre-requisite quality and comply with accountability standards. He/She is to ensure CFM structures within humanitarian projects are set up and effective in receiving, resolving and giving feedback.

Key outcomes

- Support the development and strengthening of Monitoring and Evaluation systems to allow for effective, accurate reporting for project implementation and decision making.
- Contribute to building the Nigerian Country Office and partner capacity to develop and use participatory approaches to M&E for effective project implementation.
- 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 production of reports for institutional donors, project files maintained, supporter visits and team meetings facilitated and supported.
- CA Humanitarian projects are accountable to all stakeholders
- CFM structures are established and functional throughout humanitarian projects.

Role agility

Expected travel per annum	Over 75 days	**On call/unsocial hours** Choose an item.	

Surge capacity for emergency responses Choose an item.

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific

tasks and duties 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, and employees may be required to change the focus of their role from time to time.

Role context

The role is part of the Monitoring, Evaluation, Accountability and Learning department, supporting the humanitarian response to the crisis in NE Nigeria. The role works in tandem with fellow members of the MEAL department to support implementation of multiple projects by developing and running a MEAL system that works according to the country strategy.

Role requirements

Relationships

External Build and maintain relationships with partners, donors, sector representatives and community-based stakeholders

Internal Build and maintain relationship with fellow MEAL staff, programme staff, Programme Managers and other Christian Aid staff.

Decision making

The ability to make day to day decisions to assist in the administration and smooth running of the

Partnership and programmes, including making decisions during field monitoring and assessments.

Analytical skills

Analytical skills desirable to perform day to day activities of ensuring programme quality. Ability to read situation and collect data to inform decisions. Use CFM data to inform and advice key programme and support decisions.

Developing self and others

Number of Direct reports 0   **Overall people management responsibility** 0

The role holder has no line management responsibility but will be charged with supervision of volunteers, data collectors or enumerators as required. The role holder will also have interaction with partner programme and MEAL staff.

Role related checks

Child protection clearance Choose an item.   **Counter terrorism screening** Choose an item.

Person specification

Applied skills/knowledge and expertise

Essential

- A first degree in social sciences or related fields
- 1-3-years' experience of working in humanitarian response with local and/international partner organizations.
- Good knowledge of use and application of statistical analysis tools such Microsoft Excel,
- Experience in quantitative and qualitative data analysis
- Good reporting and writing skills in English.
- Knowledge and use of mobile data collection technology such as Kobo, ODK, Epi Info e.t.c.
- Familiarity with Microsoft Packages.
- Hands-on experience in monitoring and supporting community-based development programme

Desirable

- She/he have at least 2 years humanitarian response experience in leading MEAL programming.
- Familiar with MEAL methods and processes in the Northeast Nigeria.
- Experienced in research and its reporting.
- Knowledge of CFM and experience managing field CFM structures.
- Ability to communicate fluently in Hausa and English language.

Digital/IT competencies required

Word, Excel, PowerPoint	Intermediate	**Web content design & development**	Basic
Internet based collaboration tools and video calling	Basic	**Social Media**	Basic
Data Visualisation	Basic		

DATE CREATED	06/04/2022

Further details of specific tasks and duties will be agreed 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 behaviours the role-holder requires to be successful in the role; the key behaviours 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.