



Programme Officer: Monitoring, Evaluation, Accountability, and Learning (MEAL) - Role profile

Location	Maiduguri	Department	International
Reports to (Job Title)	MEAL Coordinator	Salary Band	Choose an item.
Matrix manager (if applicable)	Click here to enter text.	Competency level	2

<p>Role definition</p> <p>Role purpose</p> <p>The role holder will support Christian Aid’s response to the humanitarian crisis in Nigeria, ensuring MEAL activities are effectively planned for, incorporated, and functioning optimally across multiple projects in the humanitarian sector. The role holder will assist in the development, implementation, and monitoring of Christian Aid’s MEAL & Humanitarian Response, providing effective and timely support (including capacity building) to liberated communities and partner organizations, enabling them to implement the rapid, effective and principled MEAL response to emergencies, and ensuring that this is in line with Christian Aid’s country strategy and Humanitarian Standards. The role holder will be representing CAID in sector working groups meetings/activities and engage in the right networks while increasing the profile of CAID Humanitarian and resilience work and its visibility in the region.</p> <p>Key outcomes</p> <ul style="list-style-type: none"> • Projects are proposed and designed with high a high-quality MEAL system in place that ensures Christian Aid humanitarian projects have a strong component of MEAL. • Assessment, studies and other research endeavours are carried out using standard scientific methodology and approach that results in a quality works with good internal and external validity. • Decisions on supporting projects are informed by Christian Aid’s strategy and strategic focus areas, with a strong program of institutional support and strengthening for Partners in place. • Continuous analysis, use and dissemination of data and information that facilitates informed decision making. • Partner and beneficiary engagement successfully led. <p>Role agility</p> <p>Expected travel per annum Up to 75 days</p> <p>On call/unsocial hours Choose an item.</p> <p>Surge capacity for emergency responses Choose an item.</p> <p>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</p>
--



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 role expected to make continuous decisions to support effective implementation of projects using evidence generated from MEAL activities. Day to day decision to ensure partner portfolio/CA projects are running effectively and higher levels decisions on supporting the projects informed by Christian Aid's strategy and strategic focus areas. Decisions to be made also covers the scope of management of direct reports.

Analytical skills

Strong analytical skills, showing the ability to read complex situations and bring about information as at when due. Ability to read issues and bring solutions that have implications across multiple departments. Required to have an innovative way of operation in order to develop new ways of doing things to better meet program and organization goals.

Developing self and others

Number of Direct reports 2

Overall people management responsibility 2

The role holder has responsibility for line management of 2 MEAL Assistants. Expected to be a model, ensuring a continuous coaching, motivation and building of direct reports. In addition, management and mentorship scope extends to partner MEAL staff and consortium team as required.

Role related checks

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

Person specification			
Applied skills/knowledge and expertise			
Essential			
<ul style="list-style-type: none"> • A first degree in social sciences or related fields • 3-5-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, SPSS and STATA. • Ability to use data visualization tools such as Power Bi, Tableau and GDS. • Experience in quantitative and qualitative data analysis • Good reporting and writing skills in English. 			
Desirable			
<ul style="list-style-type: none"> • She/he have at least 3 years humanitarian response experience in leading MEAL programming. • Familiar with MEAL methods and processes in the Northeast Nigeria. • Experienced in research and its reporting. • Experience managing MEAL systems across multiple projects • Ability to communicate fluently in Hausa and English language. • Strong positive attitude and ability to manage a wide range of issues of complicated procedures, indicated by 4-5 years learning period. 			
Digital/IT competencies required			
Word, Excel, PowerPoint	Intermediate	Web content design & development	Basic
Internet based collaboration tools and video calling	Intermediate	Social Media	Basic
Data Visualisation	Intermediate		
DATE CREATED	21/03/2022		

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.