**About Development Exchange Centre (DEC)**

Development Exchange Centre (DEC) is a non-governmental, non-discriminating, not- for-profit, women-focused organization improving the well-being of women groups and communities in Nigeria through socio-economic interventions for sustainable development. DEC is registered with the Corporate Affairs Commission (CAC) as an entity incorporated by trust with number (10826).

**Project overview**

DEC is implementing the **CASCADE Project (2022–2026)**, a multi-country initiative funded by the **Government of the Netherlands** and led by **CARE International**. The project aims to enhance food security and reduce malnutrition among **1.1 million women of reproductive age (15–49 years)** and **children under 15 years** by promoting access to healthy diets and strengthening resilience to price and climate-related shocks

We are recruiting to fill the position below:

**Job Title: MEAL Officer**

**Department: Knowledge Management and Communication**

**Opening Date: 08/10/2025**

**Reports to: Project Coordinator**

**Project Duration: 3 Months**

**Location: Bauchi State, Nigeria**

**Summary of Position:**

The MEAL Officer will ensure that projects are routinely monitored, data collected, data managed and analyzed to improve the output of the programs as stated. The MEAL Officer will contribute to the development of the MEAL plans as guided by the Head, KMC. S/he will ensure the implementation of the MEAL plans for the projects as assigned. In close coordination with implementing partners and relevant government departments, s/he will gather relevant information to monitor the programme outputs and outcomes in target communities. S/he will support output tracking, updating and programme reporting on existing DEC designated online and digital platforms. In addition, s/he will ensure that accountability mechanisms are in place for the programme and act as the focal point in receiving and channeling beneficiary’s feedback. S/he will also provide MEAL support to implementing partners in program monitoring and evaluation management and promotes networking with program stakeholders.

**Key Responsibilities:**

1. **Monitoring:**

• Tracking core programme indicators, doing a meta-analysis and communicate this monthly, quarterly to the programme team.

* Will ensure that standard operating procedures and programme common approaches are followed in the area for data collection, processing and analysis.
* Provide technical support to core Programmes and ensure availability of reporting forms and tools.

• Working together with the core Programmes/operations teams, organize and conduct routine monitoring and evaluation of the programme/projects and work closely with community members, implementing partners and beneficiaries to improve attainment of program/project goals.

* S/he will conduct monthly, quarterly monitoring and evaluation facility and field visits.

**Evaluation:**

• Support preparation of key programme reports. The MEAL Officer will assist in preparing reports on the progress of the programmes after every visit and keep record of MEAL activities. Will also support compilation of Annual Reports and total reach at programme level.

* Participate in the implementation of the MEAL strategy and tools. Support programme technical staff to carry out monitoring and evaluation of project activities as agreed in MEAL framework and plans and strengthen integration between Programmes.
* Support programs in designing and conducting baseline surveys, mid-term evaluations, specialized studies and final evaluations to include sampling methodologies, data collection instruments, analysis and report development.

• Provide support for annual reviews and reflections with implementing staff and communities and analyze data trends towards objectives achievement.

**Accountability:**

• Implement and support accountability feedback, complaints and response mechanisms (both digital and conventional) in the impact area.

**Learning:**

* With the guidance and support from the Head, HMC, support implementation of a comprehensive organizational MEAL and knowledge management system to enhance impact monitoring, quality control and evaluation to improve internal processes and results delivery.
* Support development of programs management information system (MIS), harnessing new information technology for the compilation, analysis, storage, and retrieval of data and knowledge for programs development; provide technical assistance on data quality and integrity.
* Perform other duties as may be assigned by DEC Management.

**Additional job responsibilities**:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Academics Qualifications and Experience for the position:**

* Bachelor’s degree/HND in social science (Management, Economics, Development studies, sociology) or any other related field.
* Minimum 3+ years’ experience in planning, monitoring and evaluation in NGO environment or any development organizations, at least 2 years of working in programs design and implementation experience including working with community-based organizations and implementing partner staff.
* Computer proficiency in general office software and statistical applications (i.e., Kobo, ODK, Survey CTO, SPSS)

• Outstanding written and oral communication skills in English. Knowledge in Hausa Language would be an added advantage.

• Demonstrated diplomacy in building relationships and working with diverse cultures and audiences and sensitive situations and subject matter.

**Core Competence:**

* Experience in strategic planning approaches - including, needs assessment and programs design, logical framework development, selecting indicators, implementing monitoring plans, supporting evaluations and data analysis, research skill to support project annual assessment.

• ` Experience in Monitoring and Evaluation methods and approaches (including quantitative, qualitative and participatory work with women and children).

• Demonstrated skills in training Monitoring and Evaluation and capacity development of staff preferred/ facilitation skills.

* Technical capacity to conduct data validation and data quality assessment

**Application Closing Date**
16 October 2025.

**Method of Application:**

Suitably qualified candidates should forward their detailed resume/CV and cover letter in a single file to: hr\_recruitment@dexcentre.org in a word document or PDF format (as any other format would not be considered) using the Job Title as the subject of the email.

**Note:**

* DEC is an equal-opportunity employer. Only applications submitted through the given channel and within the given period will be considered.
* Women are encouraged to apply for this exciting opportunity.
* DEC brings to the attention of the public that applying for any position is free of charge. No processing fee is required for your application.
* You are not to give any kind of gratification to submit your application.
* Any person found to be paying for or giving any form of gratification will be disqualified.
* Applications will be shortlistedon a rolling basis
* You are requested to report any person demanding/giving payment or gratification via whistleblowing@dexcentre.org