

Job vacancy: Regional MEAL Officer (m/f/d)

Help - Hilfe zur Selbsthilfe e.V. is a non-profit, independent organization, which was founded on the occasion of the war in Afghanistan in 1981 and is now active worldwide. With an annual project volume of 25-30 million Euro, Help provides rapid assistance in the event of disasters and sustainable reconstruction for and with people in need, especially in Africa, Asia and Europe.

As a globally operating humanitarian aid organization, Help receives funding and the highest recognition from national and international donors and is committed to the national and international standards of humanitarian aid as well as the transparent use of funds and impact monitoring.

Scope of position:	Full-time (40h /week)
Place of work:	Erbil, Iraq with frequent travel to country offices within the region (Yemen, Jordan, Lebanon, Afghanistan)
Contract duration:	until 31.12.2022
Reporting duty:	Programme Coordinator Help HQ
Position leads:	Country MEAL Officers

To strengthen our team, we are looking for a

Regional MEAL Officer (m/f/d)

at the earliest possible date.

Would you like to take on a responsible task with sense?

Then support us in the following areas:

Overview of Role:

The Regional MEAL Officer is responsible for harmonizing and streamlining all Monitoring, Evaluation, Accountability, and Learning activities of Helps country programmes in the Middle East and Afghanistan.

Having established a harmonized and streamlined MEAL system for the Middle East and Afghanistan region, the Regional MEAL Officer is the central part of Helps programmatic quality assurance system in the region and thus contributes to a further increase and maintenance of the programmatic quality of all of Helps programmes in the region.

For the overall quality of all programmatic activities and results, the position plays an important role in improving information management and data quality and in strengthening knowledge sharing and learning across the programmes. The Regional MEAL Officer is responsible for designing appropriate methodologies and tools to monitor and evaluate all programme activities.

Roles and Responsibilities:

- Review, assess and report on all existing MEAL approaches in Helps country programmes across the region.
- Based on international best practice on MEAL, develop a MEAL improvement plan for each country programme considering the findings of the assessment as well as the local context, donor regulations, Help policies and other requirements.
- Coordinate, guide and support the country MEAL officers, programme teams and implementing partners with the implementation of the improvement plans.
- Coordinate the design of detailed MEAL plans in all steps of the project/programme concept development process.
- Coordinate and oversee all MEAL activities in the region including all reporting to HQ and donors.
- Develop a harmonized regional MEAL policy.

Convince us by:

Qualifications and Experience:

- Master's degree in monitoring & evaluation, social sciences, social research methods, statistics, information management demographics, economics, data science, social development and or a related field with three years of relevant professional experience.
- Bachelor's degree in any of the above fields with five years of relevant professional experience.
- A minimum of 3 years of work experience with INGOs/International Organizations as MEAL professional – preferably in leading positions.
- Demonstrated experience in setting up monitoring, evaluation, accountability and learning systems for medium and or large-scale projects.
- Demonstrated ability to work remotely and lead team members from different backgrounds and cultures located in various countries.
- Strong analytical skills and demonstrated managerial and organizational abilities.
- Demonstrated experience in training and capacity-building of staff.

Technical skills:

- Excellent analytical, presentation, and report writing skills.
- Advanced MS Excel skills and demonstrated experience using software applications such as Access, KOBO toolbox or statistics software such as SPSS, STATA and or any related applications.
- Experience with MS Power BI would be an asset.
- Demonstrated experience with qualitative and quantitative M&E data collection, verification & validation and analysis methods, including tracking indicators and conducting program evaluations.
- Demonstrated experience in planning and managing surveys, developing and refining data collection tools, and conduct data quality assessments and oversight.
- Well-versed with handling database management systems.

Competencies:

- Strong commitment to humanitarian principles and values.
- Strong commitment to gender equality, protection, human rights and environmental sustainability.
- Ability to work well as a member of a multi-cultural team, with willingness to frequently travel throughout the project region.
- Ability to working and taking decisions under pressure.
- Innovation driven.
- Accountability; taking ownership for achieving the organization's priorities and assuming responsibility for own action and delegated work.
- Encouraging and contributing to clear and open communication; explaining complex matters in an informative, inspiring and motivational way.
- Fluency in English and Arabic – fluency in German, Kurdish and/or Farsi would be an asset.

We offer:

- a demanding and meaningful activity with responsibility and creative scope.
- an international working environment characterized by a high level of commitment and team spirit.
- flat hierarchies and flexible working hours
- performance-related, attractive remuneration
- 30 days of annual leave

If you meet the above requirements, we would be pleased to receive your application incl. your salary expectations and earliest availability (**please only: cover letter, CV, professional qualification, certificates as well as three references in a file attachment and max. 10 MB data volume!**) addressed to:

bewerbung@help-ev.de.

Your contact person is **Julian Loh**. Please note that only shortlisted candidates will be contacted. Please also state in your application where you found the job advertisement. People with disabilities will be given preferential treatment if they are suitable for the position. Further information on our work can be found at www.help-ev.de.