



Position Title:	MEAL officer	
Position Overview	<p>The MEAL Officer will be part of the MEAL Team, supporting the implementation of the comprehensive management strategy in Syria and Turkey. MEAL Officer will assist the team in the activities, including data collection, database management, analysis, supervision, implementation for monitoring and evaluation activities and reporting for donors, as well as being the focal point for accountability to affected communities. It will support all efforts to enhance a high level of accountability for beneficiaries.</p> <p>MEAL Officer will support staff and program Department to ensure that learning mechanism work effectively in emergency response.</p>	
Workstation:	Turkey office	Position Grade:
Department:	MEAL	Position level:
Position Type:	<input type="checkbox"/> <i>Core</i> <input checked="" type="checkbox"/> <i>Project Based</i>	Position Step:
Reporting To:	MEAL Manager	Reported to Him / Her From:
Budget Responsibility:	<input checked="" type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
KEY RESPONSIBILITIES: <ul style="list-style-type: none"> • Participate in setting monitoring and evaluation plans beside ensuring that it work properly, within the MEAL Department • Supervising community field visits and focus group discussions with beneficiaries and non-beneficiaries to receive feedback on the associated programs. • Supervise and conduct all monitoring, evaluation, accountability and learning activities within the targeted communities • Supporting program Department by conducting assessments as needed, and facilitating focus groups and other qualitative and quantitative data collections tools • Support partners to review reporting mechanisms and accuracy in data. • Supporting program Department to ensure projects are implemented with the participation of all affected communities and the sharing of information with the affected communities. • Conduct field observation visits as appropriate, beside Need Assessment Reports • Work closely with field staff to collect data and implement activities to support beneficiary accountability. • Conducting meetings and discussions with donors and partners within the assigned projects and submitting the necessary reports • Any other duties assigned by the line manager 		
QUALIFICATIONS <ul style="list-style-type: none"> • Relevant previous experience, such as data collection, analysis, MEAL activities, and reporting. • At least two years of direct professional experience in a Monitoring, Evaluation, Accountability and Learning activities. • Very good analytical and organizational skills. • Very good communication and reporting skills. • Personal and cultural skills • Ability to use statistics and analysis programs such as Power Bi and SPSS • Ability to fully use Office programs • Ability to use mapping software such as ArcGIS, QGIS, or other equivalent software. • Previous experience in Kobo toolbox, Fulcrum or other equivalent designing tools. • Fluency in English and Arabic speaking and writing 		
WORKING ENVIRONMENT <p>· To be discussed with short-listed candidates.</p>		
HOW TO APPLY: https://bit.ly/2WtfVLy		