



JOB TITLE: MEAL Assistant (KGFNP Project)

Kigoma Programs Office, Tanzania

time type: Full time

End Date: November 1, 2024 (4 days left to apply)

With over 70 years of experience, our focus is on helping the most vulnerable children overcome poverty and experience fullness of life. We help children of all backgrounds, even in the most dangerous places, inspired by our Christian faith. Come join our 34,000+ staff working in nearly 100 countries and share the joy of transforming vulnerable children's life stories!

Key Responsibilities:

MAJOR RESPONSIBILITIES

Activity

Monitoring and Evaluation (30%)

- Prepare and implement the monitoring framework; indicators and systems for monitoring and surveillance as agreed and according to LEAP.
- Assist the MEAL Officer in capacity building for implementation of the monitoring systems.
- Be part of the M&E team and provide adequate support for in-country baseline data collection, mid-term and final evaluations, in close collaboration with AM&E partners, as well as with other external partners.
- Implement monitoring systems to track project performance, indicators tracking, evidence-based success stories and changes in food and nutritional status according to set international humanitarian standards.
- Assist MEAL Officer in execution of Key Studies planned studies on Monthly Basis while represent the project into execution of various studies conducted by other partners such as WFP and other UN partners.

- Represent the MEAL Officer when there is need and invited in the institutional learning initiatives and assist with technical support and coordination in ensuring establishment of efficient information systems leading to the achievement of lessons learnt and their timely information sharing.
- Responsible for monitoring and evaluation of activities via training/ capacity building activities, assessments.
- Assist MEAL Officer in organizing technical trainings including sampling, questionnaire design, participatory techniques for data collection, analysis of data and reporting.

End Results

- Functional & Effective project Monitoring and Evaluation system for informed decision at both field and management level.

Activity

Accountability (30%)

- Responsible in following up in planning, monitoring, implementation and supporting others in the project/program.
- Responsible to check with communities how they would like to receive information from the project, including format, timing, location, language etc.
- Implement and support project staff to implement information provision guidelines and project level information provision strategy. This includes setting up notice boards, printing documents to include on notice boards, showing staff how to use notice boards etc.
- Assist MEAL Officer in developing project level information provision strategy. Work together with District Coordinator to ensure all stakeholders are sufficiently informed according to the information provision guidelines, Help Desk Guidelines, Suggestion Box Guidelines etc. Including confidentiality, timely and appropriate response.
- Ensure complaints received through all mechanisms together with the centre supervisor and other implementing partners. Develop a plan of action. Responsible for ensuring the action is carried through on time, according to the guidelines.
- Document all district project level complaints and responses centrally and as directed. Where a database is available, manage documentation of all district complaints in the database.
- Engage the community in an appropriate and respectful manner, never raising false expectations.
- formally consult with beneficiaries, non-beneficiaries', Government, other agencies to receive feedback on our programs, commitments and staff conduct.
- Prepare need base staff capacities and preferences of the communities which we work. Work with project/program staff to improve the ways in which World Vision engages the community based on findings of community need and preferences.
- Assist Centre supervisor, Nutrition Officers and MEAL Officer in building capacity of project staff (Field Monitors and CHD Assistants) on how to engage with communities.

- Raise and address any issues discovered during consultations. Raise sensitive issues/incidents immediately to the MEAL Officer.
- Compile and submit quality reports to MEAL Officer as directed. Ensure that all reports are highly accurate, comprehensive, well documented and will guarantee the credibility of the program.

End Results

- Consulted community through Humanitarian accountability Assessment (*how they would like receive information, timing, location, language. etc*).
- Presence of Standardized information dissemination materials being used at field level across programs
- Strengthened project feedback and complaints mechanism (*effective use of litigation desks, complaints box etc*).
- Presence of/documented complaints and responses (*Well managed registers databases*)
- Compiled quality project A, M&E reports on monthly basis
- Regular meaningful community engagement.

Activity

Report writing and information sharing, Capacity building, interpersonal relations and donor liaison etc. (30%)

- Prepare and submit weekly, monthly and annual work plans
- Developing capacity building plans for the department.
- Implement the approved work plans
- Prepare and submit monitoring and evaluation reports.
- Assist in Identifying capacity building needs and gaps, Develop capacity building plans
- Work together with MEAL Officer and other supervisors in the field to improve project quality indicators and to regularly evaluate progress and impacts as per agreed objectives.
- Coordinate and facilitate monthly working group sessions with different sectors and NGOs.
- Participate in the institutional learning initiatives, providing technical leadership and coordination in ensuring establishment of efficient information systems.
- Attend working group meetings and district monitoring visits.
- Assist in organizing technical trainings including sampling, questionnaire design, participatory techniques for data collection, analysis of data and reporting.
- Assist in building capacity on LEAP, Do no Harm
- Prepare monthly, quarterly and annual trend analysis with narrative for MEAL Officer and Management
- Prepare progress reports of Programme & findings from monthly monitoring evaluations, monitoring reports and surveys
- Assist in developing strategies on AM&E function at program and national level.

End Results

- Workable Project Work plans
- Capacity building plans and training needs/gaps at place

- Timely shared monitoring, baseline, and evaluation surveys reports to MEAL Officer.
- Flourished relations with partners and Donor through inter-personal relation and donor liaison at field Level.
- M&E strategies.

Activity

Other Duties (5%)

- Represent the project (national office) in Food Assistance forums as advised by project management.
- Perform any other duties as required by Supervisor or his/her designee

End Results

Thrived project visibility through meeting and forums attendance at both field and national Level.

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience

- Knowledge of relational Database Management Systems- Exposure to MySQL Query highly desirable, including use of Database Management Tools (Such as MySQL Query Browser and Administrator).
- Proficient with Data analysis tools such as Ms Excel, Power BI and SPSS.
- Ability to design and experience working with Electronic data collection tools such as Enkerto, ODK, CommCare
- At least 2 years' experience in working with International NGOs with relevant community focus
- Demonstrated ability to work effectively with beneficiary communities, Government and other stakeholders at the district level
- Experience in monthly, quarterly, end of project evaluation, conducting learning events, project design, proposal writing (log frame, ITT, M&E plan etc.
- Experience in training and community consultation highly desired
- Experience in facilitating focus group discussions with local communities and documentation/reporting.
- Commitment to and understanding of international humanitarian standards, especially the Red Cross and Red Crescent Code of Conduct, Sphere, and the Humanitarian Accountability Partnership (HAP) Standard;
- Ability to work in a cross-cultural context with people of various backgrounds;
- Willingness to participate in chapel and group devotions; and Commitment to WV Core Values and Mission Statement.

Required Education, training, license, registration, and certification.

University Degree in M&E, Computer Science, Statistics, project planning and management, international development and any other universities related degrees from a recognized University.

Preferred Knowledge and Qualifications.

- Understanding of window mobile platform desirable.
- Previous exposure to mobile hardware technologies (intermec or similar products including Motorola/symbol) desirable.

- Comfortable with learning the new software systems and running rudimentary system upgrades including compiling new software release Experience in USAID, UNWFP, UKDFID or any other donor's on food and Nutrition.

Travel and/or Work Environment Requirement.

Field (Refugee camps) & office based

Physical Requirements

Should be physically fit

Language Requirements

English and Swahili (Kirundi/Kiha as an added advantage)

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)

WFP Field staff

Reason for contact

They always on ground witnessing distribution process hence effective communication is essential

Frequency of contact

Daily

Contact (within WV or outside WV)

UNHCR Field Staff

Reason for contact

To resolve challenges associated with beneficiaries' registration

Frequency of contact

Daily

Contact (within WV or outside WV)

Plan International

Reason for contact

For child protection issues associated with food services

Frequency of contact

Daily

Contact (within WV or outside WV)

Refugee community leaders

Reason for contact

Regular Consultations & Information dissemination to the communities at large

Frequency of contact

Regularly

Contact (within WV or outside WV)

Refugee community leaders

Reason for contact

Regular Consultations & Information dissemination to the communities at large

Frequency of contact

Regularly

Contact (within WV or outside WV)

EDP staff

Reason for contact

Routine Monitoring of the Compliance on operating standards (QA & QC).

Frequency of contact

Regularly

DECISION MAKING

The role plays greater role in generating information that influence informed decisions made by the project management.

CORE COMPETENCIES

Be Safe and Resilient

Deliver Results

Build Relationships

Be Accountable

Learn and Develop

Improve and Innovate

Partner and Collaborate

Embrace Change

Applicant Types Accepted:

Local Applicants Only

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