

Job Title:	Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
Department:	International Programmes Department (IPD)
Location:	London
Reports to:	MEAL Manager
Line Management Responsibility:	None
Budgetary Responsibility:	None
Child Safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

As the MEAL Officer, your primary role will be supporting the International Programmes Department (IPD):

Global MEAL System: Strengthening and supporting the various projects, including the collection of programme wide statistics to detail the reach and results of Muslim Aid UK (MAUK) programmes. The MEAL Officer will provide guidance, coordination, and technical support to Country Offices and Partner's MEAL systems through MAUK Programmes, ensuring that the programme has the flexibility to respond appropriately to the context while ensuring quality, effectiveness and responsiveness in line with humanitarian standards, as well as compliance with the Institutional donors.

Quality assurance: Support a robust monitoring system that facilitates both accountability and learning and includes data collection, analysis, learning reflection and timely action-taking in support of quality service delivery.

You will play a critical role in this unit with an exciting mandate to support and improve the dynamic programmatic portfolio Muslim Aid Implements Globally. You will work closely with partners and country offices and contribute to improving systems within IPD.

Key Accountabilities:

Strategy and Design

1. Support the MEAL Manager, country offices and partners staff to craft MEAL systems that align with the project, and MAUK Global objectives, are relevant to the context, responsive to assessed needs, are measurable and are in compliance with grant requirements.
2. Ensure that all relevant collaborators have timely access to appropriate information and evidence.
3. Assistance on undertake continuous assessment of MEAL requirements and capacity assessments, and based on these, work closely with MEAL focal points and programme leads to facilitate decision-making for real time programme adaptation.

4. Support in the review and prepare timely and accurate MEAL reports, including progress reports and impact assessments.

Monitoring

5. Provide assistance in monitoring programme progress including the design of appropriate MEAL Plans, indicators, targets, baseline data, timelines, data collection tools that can track progress of projects' progress.
6. Support teams in reviewing MEAL tools, as well as in guiding data collection and analysis as required, including training staff in data collection tools.
7. Ensure consistency of indicators' definitions and measurement across all projects as appropriate.

Evaluations, Accountability & Learning

8. Support the preparation of terms of reference of external and internal evaluations, case and impact studies in coordination with the focal points.
9. Ensure that Muslim Aid meets its internal and external accountability commitments through the development and implementation of accountability mechanisms and including a client feedback and response mechanism utilised by programme teams.
10. Promote an environment of best practice, lessons learned and knowledge sharing between programmes including in different offices.

Capacity Strengthening

11. Promote and strengthen the understanding of the importance of MEAL within the UK team and with partners, as appropriate, including through staff trainings, and the use and /or analysis of MEAL systems during programme design and implementation.
12. Support the MEAL Manager on building capacity among staff and partners in MEAL concepts and practices.

Other

13. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
14. To comply with all policies, procedures, legal and regulatory requirements.
15. Any other duties commensurate with the accountabilities of the post.
16. Represent Muslim Aid at external networking groups and other meetings as required.

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Educated to Bachelor's degree level.	Essential	Application
Postgraduate degree in international development, sustainable livelihoods, humanitarianism, programme management, or equivalent.	Desirable	Application
Experience & Knowledge:		
Understanding of development programmes design, implementation and evaluation.	Essential	Application and Interview
Experience and understanding of monitoring and evaluation of programmes; using of quantitative and qualitative research data collected in support of programme development.	Essential	Application and Interview
Experience developing logical/results frameworks, indicators, and MEAL plans	Essential	Application and Interview
Knowledge of Sustainable Development Goals and their relevance.	Essential	Application and Interview
Knowledge of SPHERE, CHS and DEC Accountability Framework priorities and other humanitarian/development sector initiatives and standards.	Desirable	Application and Interview
Skills & Abilities:		
Good interpersonal and communication skills and ability to liaise effectively with people at various levels. Good tact and diplomacy at all times.	Essential	Application and Interview
Good team work skills with the ability to work with different and sometime conflicting agendas.	Essential	Application and Interview
Strong measurement, analytical, systematic thinking, planning and organisational skills.	Essential	Application and Interview
Strong and well-developed analytical skills coupled strong bid and report writing skills.	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications, Kobo, Survey Monkey, Microsoft Forms, and the ability to learn and use any software adopted by Muslim Aid.	Essential	Application and Interview
Professional MS Office skills and experience in conducting statistical analysis of data, including use of monitoring software's preferred but not required.	Desirable	Application and Interview
Ability to work in and with a diverse team.	Essential	Application and Interview
Ability to work on own initiative.	Essential	Application and Interview

Work Independently, accurately, and efficiently to deadlines and targets, often under pressure, managing a varied workload, using strong organisation skills,	Essential	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee Signature:		Employee Name:		Date:	
Line Manager Signature:		Line Manager Name:		Date:	