



JOB TITLE : MONITORING, EVALUATION ACCOUNTABILITY AND LEARNING (MEAL) OFFICER, BASED IN LATTAKIA

DEADLINE : 28 JUNE 2023

TYPE OF CONTRACT/DURATION : EXPERTISE CONTRACT / 6 MONTHS

NO OF REQUIRED EXPERT : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: LATTAKIA

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters,
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK)).

GENERAL OBJECTIVE

The MEAL Officer will be responsible for the overall coordination of MEAL activities in his/her area of responsibility, ensuring that they are aligned with PUI MEAL department strategy and PUI MEAL framework and are implemented as per MEAL standard operating procedures. This includes designing and implementing monitoring, evaluation, accountability and learning plans for all projects implemented by PUI within his/her area of responsibility, as well as other geographic locations whenever requested – under the direct supervision of the MEAL Manager. S/he will also be required to analyze the data gathered and ensure high-quality reporting to inform programming and foster programme quality.

The position includes frequent travel to areas of implementation and field offices in the area of responsibility of the MEAL officer, as well as in other geographic locations where PUI is intervening whenever requested.

RESPONSIBILITIES AND TASKS

- Coordinate MEAL activities in the assigned geographical area as well as in other governorates as required.
- Provide regular updates on program progress against indicators for programmatic components in the assigned geographical area.
- Design specific MEAL tools for data-collection in order to measure output and outcome indicators, analyse the data collected and present the results.
- Coordinate and conduct monitoring surveys, base-line and end-line assessments, and any other assessments as requested.
- Conduct trainings prior to any data collection (enumerators, program teams).
- Conduct regular monitoring visits to the assigned geographical area to ensure quality implementation, support program team, identify new needs and collect feedback from affected

populations in coordination with Head of Base for movement, security and needs assessment. In coordination with the MEAL manager, collect, document, analyse and present learning outputs gathered through programme implementation, monitoring and evaluation and ensure that they are used to inform programming and foster programme quality.

- Ensure quality and accuracy of data gathered by program teams as per donor requirements.
- Contribute to the design of effective data and information management systems, setting-up databases, to ensure timely and accurate data collection, in coordination with Program teams and MEAL Manager.
- Ensure Data Quality and share findings with the MEAL Manager.
- Support in the rollout of the information management system.
- Ensure proper archiving of projects's means of verifications.
- Act as the focal point for the Beneficiary Feedback Mechanism in your geographical responsibility, in coordination with the MEAL Manager.
- Supervise and build the capacities of MEAL (and non-MEAL staff) in your area of responsibility to ensure good understanding of MEAL and foster programme quality.

REQUIRED SKILLS

Qualifications and Technical experience/ Knowledge and skills :

- Bachelor's degree in relevant field.
- Minimum of 2 years of experience working for INGOs in the field of Monitoring and Evaluation.
- Experience working with International NGO's, UN agencies, line ministries and/or local authorities;
- Experience working in monitoring and evaluation of Shelter, Education, Livelihoods WASH sectors in an emergency and post emergency context
- Understanding of various donor requirements such OFDA, ECHO, UN, e.t.c.
- Excellent data analysis and report-writing skills (both Arabic & English).
- Experience in participatory assessment and community-based monitoring approaches;
- Experience with capacity building of staff in the area of MEAL, and in convening and facilitating trainings and workshops.
- Knowledge and experience regarding Humanitarian Accountability Partnership Standards (HAP).
- Clear understanding of Core Humanitarian Standards (CHS);
- Ability to remotely manage staff
- Demonstrable experience of developing monitoring and evaluation tools.

Language skills:

- Excellent command in speaking, writing and editing documents in English
- Excellent command in speaking, writing and editing documents in Arabic

Computer skills:

- Computer Skills: Advanced user of MS office (including Word, Excel, Outlook, Access DB and PowerPoint) is required – Power BI and SPSS knowledge is an asset.

Other required skills:

- Excellent negotiation and communication skills, including a supportive working style.
- Motivation, flexibility and capacity to adapt to the needs of the team and the organization.
- Autonomy, organization and attention to details: Ability to manage conflicting priorities, to multi-task and to work under deadline pressure (stress management) Ability to work in structured manner and independently with limited oversight.



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- Strong interpersonal skills and ability to work within a team
- Willingness and ability to ensure compliance with PUI's and donors' policies and procedures
- Willingness to travel very frequently to PUI areas of intervention in his/her area of responsibility.

Dear Appicante,

To apply for this Vacancy, Please click on the below link and fill the PUI Syria- Application form.

[Monitoring, Evaluation Accountability and Learning \(MEAL\) Officer , Based in Lattakia - PUI Syria- Application form \(google.com\)](#)

(If the link above dose not work by clicking on it, please copy and paste it in the browser address bar).

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.