



General information

Job title: MEAL Officer

Country: Palestine

Base: Gaza strip (probably Deir al-Balah)

Duration: Five months, potential to renew

Start Date: ASAP

Closing Date: 26 January 2025

Responsible for: M&E and Field Data Units

Reporting to: Palestine Programme Manager

Job requirements

Essentials:

- University degree in Monitoring and Evaluation, Statistics, Social Sciences, or a related field.
- Minimum of three years' experience in M&E, preferably in humanitarian settings.
- Strong analytical and data management skills.
- Excellent communication and reporting skills.
- Experience with data collection and analysis tools.
- Ability to work in a challenging and dynamic environment.
- Fluency in English and Arabic.
- You must be eligible to work in Palestine. MENTOR will not be able to sponsor a visa.

The MENTOR Initiative is an equal opportunity employer and values diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation, so we strongly encourage women to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send your CV, along with three references, and a cover letter detailing how you meet the qualifications.

Submit your documents via email to recruitment.tur@mentor-initiative.net with the subject line: **MEAL Officer**. We recommend submitting your application as soon as possible, as we will review them on a rolling basis.

TERMS OF REFERENCE

MEAL Officer, Palestine

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings across countries in Africa, the Middle East and South America. MENTOR is the leading organisation dedicated to the control of malaria and other vector borne diseases in complex, challenging settings.

MENTOR delivers large scale disease control interventions working with remote and underserved communities affected by emergencies such as conflict and natural disasters. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

MENTOR is looking for a highly motivated, enthusiastic and skilled person who will be responsible for cross-cutting programmatic information management, monitoring and evaluation. You will make sure that the information collected is reflected upon, used to improve programme implementation, and is incorporated into consistently high-quality reports. The MEAL Officer will lead the development and implementation of MENTOR's M&E framework and tools for the Gaza Lifeline project.

Responsibilities

- Develop and implement the project MEAL plan.
- Design data collection tools and methodologies; train field enumerators on their use and ensure quality and accuracy in data collection.
- Develop a database for the project and ensure regular update of records and information.
- Ensure alignment of all MEAL activities with donor requirements and project objectives.
- Oversee the collection of quantitative and qualitative data by field enumerators and MENTOR's implementing partner(s), ensuring adherence to personal data protection policies and standards.
- Coordinate with the programme departments regarding monitoring of ongoing activities, use of relevant tools, and data analysis. Ensure all learnings are communicated in a timely manner to enhance efficiency of implementation.
- Analyse project data to identify trends, gaps, and areas for improvement throughout the project and for future programmes.
- Provide data-driven insights to inform project planning and decision-making.
- Coordinate with SIF's MEAL team and the MEAL team of MENTOR's implementing partner on planned and ongoing monitoring and evaluation activities.
- Establish and maintain feedback mechanisms of programme results for decision-making.
- Adapt tools supported by MENTOR to ensure accountability measures and reporting are integrated in programming.
- Design, implement, and draft reports for beneficiary satisfaction surveys.
- Draft monthly MEAL reports to inform in accordance with project indicators.