

RECRUITMENT NOTICE

Job Title:	MEAL Officer
No of Positions	1
Reports to:	Program Manager
Duty Station	Bamenda
Duration	12 months
Type of Contract	Fixed Term contract
<u>TERMS OF REFERENCE:</u>	<p>About Caritas Bamenda</p> <p>Caritas Bamenda forms part of the confederate of Cameroon National Caritas Network. From the founding of the first Caritas in Germany in 1897, to the setting up of Caritas Internationalis in 1951, until today, Caritas has a rich history of listening respectfully to the suffering of the poor and giving them the tools to transform their own lives. The deep moral and spiritual principles of dignity, justice, solidarity and stewardship still guide Caritas today. The mission of Caritas is improving the well-being of the poorest and most vulnerable people with special focus on humanitarian assistance to internally displaced due to the conflict in the North West and South West Regions of Cameroon. Caritas Bamenda works with partner organisations to strengthen policies and programs to reduce poverty, hunger, gender and social inequity and environmental degradation.</p> <p>Job Summary:</p> <p>As a member of the Anglophone Crisis Emergency Response II (ACER II) project team in the Northwest of Cameroon, you will work closely with the Caritas Bamenda Project Manager and Catholic Relief Services (CRS) ACER II team to support project monitoring, evaluation, accountability and learning (MEAL) activities. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.</p> <p>Roles and Key Responsibilities:</p> <ul style="list-style-type: none"> • Support the coordination and implementation of all assigned project MEAL activities as outlined in the Detailed Implementation Plan in line with CRS program quality principles, standards and MEAL policies, procedures, and practices; donor MEAL requirements; and industry good practices. • Monitor and report any MEAL-related challenges and gaps identified to inform adjustments to plans and implementation schedules.

- Support the implementation of the project's feedback and response mechanism (FRM). Support actively seeking and responding to feedback from all members of targeted communities and other stakeholders as defined by the FRM.
- Support field-level project MEAL activities (including digital data collection) to collect and ensure timely analysis of project data per specified mechanisms and tools. Collaborate to prepare MEAL-related aspects of reports per established reporting schedule.
- Complete project documentation for assigned MEAL activities. Assist with identifying information for case studies and reports on promising practices.
- Support program learning and decision making by posing thoughtful questions, engaging with project data, reflecting upon and sharing with project management the information gathered from community members and partners.

Basic Qualifications

- Bachelor's degree required in Statistics, Economics, Data Analysis, Monitoring and Evaluation, or related field required.
- At least 2 years of practical experience in Monitoring, Evaluation, Accountability and Learning.
- Good knowledge of Microsoft Office suite (Excel, Word, PowerPoint, etc).
- Knowledge of visualization tools such as PowerBI, Tableau, GIS, a plus.

Required Languages – Fluency in English required, working knowledge of Pidgin English preferred.

Travel – The staff will be required to travel within project zones in the Northwest and to other locations in Cameroon as required for training or coordination activities. S/He must be willing and able to travel up to 30% of the time.

Knowledge, Skills and Abilities

- Observation, active listening and analysis skills with ability to make sound judgment
- Good interpersonal skills and the ability to interact effectively with diverse groups
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented
- Ability to travel and work in rural remote areas
- Ability to work under pressure and adapt to any change in project

Supervisory Responsibilities: None

Key Working Relationships:

Internal: Caritas Bamenda and Justice and Peace Commission Coordinators, other members of the ACER II team, Archdiocese of

Bamenda colleagues.

External: CRS, Government Humanitarian Coordination Centre (HCC), UN system, other NGOs operating in the Northwest.

Eligible candidates are called upon to apply by sending a motivation letter and CV to caritasbamenda@yahoo.com copying borislesleslie2000@gmail.com

Deadline: 08/04/2021 at 4pm.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Women are encouraged to apply.

NB: Only Shortlisted candidates will be invited for a written test