

JOB TITLE Monitoring, Evaluation, Accountability and Learning (MEAL) Officer	
REPORTING TO MEAL Advisor	GRADE 3
REPORTING TO POSITION None	LOCATION Suva and Savu Savu
CHILD SAFEGUARDING Level 3. The responsibilities of this post may require the post holder to have regular contact with children and young people. In the overseas context all posts are considered to be level 3.	
ROLE The MEAL Officer will be a part of the Monitoring, Evaluation, Accountability and Learning (MEAL) team, which monitors and advises on the quality of SCF's programmes for the Tropical Cyclone Winston response. He/she will serve as a focal point and liaison for carrying out all monitoring surveys, Focus Group Discussions and evaluation assessments in the communities where SCF work. This person will serve as a focal point for liaising with programme teams to prepare and support any required assessments, surveys, Focus Group discussion or various other community engagement, and that they are carried out to high quality and the data used to inform programme development and improvement.	
MAIN RESPONSIBILITIES <ul style="list-style-type: none"> • Support sector teams in conducting assessments, leading/facilitating focus group discussions and other qualitative data collection exercises • Act as focal point for all Monitoring and Evaluation programme activities, to maintain a MEAL calendar and keep teams informed of data collection activities • Ensure that program teams are carrying out their MEAL exercises and maintain organized systems for ensuring these are regularly monitored and managed • Support with conducting baseline surveys and post-distribution monitoring with targeted communities • Liaise with teams to collect data needed for the Output Tracker and support Programme Managers with data collection processes if needed • Conduct field monitoring visits as appropriate • Comply with SCF policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures. 	
QUALIFICATIONS & EXPERIENCE	
Essential <ul style="list-style-type: none"> • Diploma/Bachelor's Degree in Community Development, Monitoring and Evaluation and any other social science degree programmes. • Previous relevant experience, such as data collection and analysis, customer service, reporting • Demonstrated ability in community mobilisation and community-level dialogue • Strong skills in excel and other data management software • Good command of Fijian and English • Excellent communication and influencing skills • Willingness to work in remote typhoon-affected communities • Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support 	
Desirable <ul style="list-style-type: none"> • Experience in knowledge and database management • Experience in Open Data Kit (ODK)/Kobo softwares and other data collection softwares is added advantage. • Experience in working with local communities at field level in development projects • Experience working with NGOs 	
Date: 31 March 2016	