

<b>Job Description – MEAL Officer (Livelihood)</b>	
<b>TEAM/PROGRAM:</b> Development Program	<b>LOCATION:</b> SUVA
<b>GRADE:</b> Level I	
<p><b>INTRODUCTION:</b></p> <p>Save the Children International (SCI) is the world’s largest independent child rights development organisation, making a difference to children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation and protection.</p> <p>Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 26 staff across two offices in Suva and Labasa. SC Fiji thematic programs include Education, Health, Child Protection and Participation, Child Rights, Disaster Risk Reduction and Humanitarian Response.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>Reporting to the Project Manager (Livelihood), the MEAL Officer is responsible for undertaking monitoring, evaluation and knowledge management activities of SC Fiji’s five-year Livelihood project in partnership with Save the Children New Zealand – “<i>Resilience through Knowledge and Action in Agriculture and Food Security</i>” (KANA) project. The incumbent will monitor and advise on improvement of the quality of the KANA project. He/she will be responsible for developing a MEAL framework and for monitoring particularly the progress on outcome indicators but also on activities. The incumbent will serve as a focal point for external evaluations and liaise with the project team members to prepare and support any required assessments, surveys and other data collection. The incumbent will ensure these are carried out to a high quality standard and the data used to inform programme development and improvement and feed into organizational accountability, learning and external communications. The incumbent will be responsible for undertaking communications work such as advocacy and awareness in close liaison with the Communications Manager.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to:</b> Project Manager (Livelihood)</p> <p><b>Staff directly reporting to this post:</b> None</p>	
KEY AREAS OF ACCOUNTABILITY	DELIVERABLES
<p><b>I. Program Delivery, Management and Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Participate in reviewing and updating SC Fiji’s Country Strategic Plan in accordance with the changing needs of children in Fiji.</li> <li>• Establish a MEAL framework for the project against the project indicators</li> <li>• Support the conduct of value chain assessment by developing indicators to be undertaken by Massey University</li> <li>• Act as a focal point for all monitoring and evaluation activities for the project, to maintain a MEAL calendar and keep team members informed of data collection activities</li> <li>• Create a data-base for data entering for project objectives and outputs, update regularly</li> <li>• Undertake awareness and advocacy work related to the project</li> <li>• Develop quality IEC materials in close liaison with the Communications Manager</li> <li>• Support learning from relevant best practice internally and externally, especially SCI’s child-sensitive livelihood guidelines (particularly on implementing livelihood and other programs to strengthen better outcomes for children);</li> <li>• Ensure programming interventions are implemented in cooperation with targeted communities, and include the</li> </ul>	<ul style="list-style-type: none"> <li>• MEAL framework established for the project</li> <li>• Quality and timely implementation of MEAL activities undertaken for the project</li> <li>• Documentation of best practises both internally and externally on Livelihood interventions and processes;</li> <li>• All reporting obligations met in a timely manner, this includes quarterly reports, reports developed for donors and the SC Fiji Board through the Project Manager;</li> <li>• Awareness and advocacy work undertaken for the project</li> <li>• Reports submitted according to time-frames</li> <li>• Challenges identified and resolved in liaison with Project Manager</li> <li>• Program interventions implemented in cooperation with the communities and participation of children included in the design</li> </ul>

<p>participation of children in their design;</p> <ul style="list-style-type: none"> <li>• Document programme learning, and incorporate analysis and lessons learned into future Livelihood policy and planning;</li> <li>• Provide regular updates on the progress of the KANA project to the Project Manager and ensure the inception, draft, final and summary reports all are completed to a high-quality standard and within designated time-frames; and</li> <li>• Undertake all other official duties as directed by the SC Fiji CEO</li> </ul>	
<p><b>2. Program Development and Fundraising</b></p> <ul style="list-style-type: none"> <li>• Support Project Manager in planning and integrating evidence from KANA project into concurrent programming and future planning and resilience building programmes for development and replication;</li> <li>• Incorporate analysis and lessons learned into new strategies, proposals and activities;</li> <li>• Identify suitable local partners for joint project implementation as appropriate at the field level;</li> <li>• Ensure MEAL interventions are designed using rights based principles, on an understanding of gender relations and that programmes seek to support the different needs and opportunities of women, men, boys and girls in Fiji;</li> <li>• In collaboration with Project Manager, support SC Fiji's income through the development of appropriate key advocacy messages</li> </ul>	<ul style="list-style-type: none"> <li>• Input provided towards livelihood project proposals, concept notes</li> <li>• Livelihood proposals are successfully granted funding;</li> <li>• The Livelihood programme strategy in Fiji is technically strengthened incorporating best practice approaches;</li> <li>• Participate in the completion of Livelihood interventions and strengthening resilience for Fijian communities;</li> <li>• KANA work plans are documented and completed as agreed;</li> <li>• KANA reports accurately reflect the outcomes/good practises in Fiji as well as the positions of the community, Government, CSOs, the UN, donors, other key stakeholders and especially children and youth;</li> <li>• Duties are completed in accordance with SC Fiji policies and procedures and in a timely manner</li> </ul>
<p><b>3. Performance Management and Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Deliver regular MEAL activities in close liaison with the project beneficiaries and receive meaningful feedback and achieve maximum impact from program implementation</li> <li>• Contribute to training on Livelihoods and participation with children, communities, local government authorities, institutions and SC Fiji staff on planned and regular basis;</li> <li>• Ensure optimal use of human resources, including promotion of team work and team spirit, securing adequate training of staff and promotion of talented staff;</li> <li>• Report to the CEO, and/or Child Safeguarding Focal Points, any violations of SC Fiji personnel policies and Code of Conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities delivered as outlined in the objectives with meaningful feedback and maximum impact</li> <li>• Attend relevant trainings, or have other opportunities for building capacity for project team members;</li> <li>• Policy violations are reported, documented and investigated in accordance with disciplinary procedures, and the child protection reporting process is facilitated</li> <li>• SC Fiji Child Protection and Safeguarding policies are evident in the conduct of partners, volunteers, and all SC Fiji associates</li> <li>• Attend annual Child Safeguarding training including Child Safeguarding session during induction</li> <li>• Abide by SC Fiji's Code of Conduct, Child Safeguarding Protocol, policy and procedures</li> </ul>
<p><b>4. Networking, Presentation and Advocacy</b></p> <ul style="list-style-type: none"> <li>• Build strong relationships with relevant government bodies such as MoA, NDMO ,MoE, FAO, donors, communities and schools , the UN, CSOs, SCI members and any other key stakeholders relevant to the Livelihood and Food Security sector;</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure collaboration and coordination of Save the Children Livelihood programmes is achieved with all key stakeholders;</li> <li>• Represent SC Fiji in the Food Security and Livelihood Cluster and other sector relevant fora and committees and</li> </ul>

<ul style="list-style-type: none"> <li>• Represent SC Fiji at all levels (excluding media) and advocate Save the Children's position and learning to influence policy and practice of government, donors, I/NGOs, the UN and other civil society organisations in relation to Livelihood interventions;</li> <li>• Support the KANA programme team in research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy) particularly with regard to strategic value/direction;</li> <li>• Support SC Fiji to contribute to Global Child Sensitive Livelihoods and Participation Initiatives and indicator data collection;</li> </ul>	<ul style="list-style-type: none"> <li>• subcommittees</li> <li>• Demonstrated strong relationships (e.g. frequent contact with staff from various levels) with all key donor agencies in the protection sector (UNISDR, NZ MFAT) established and maintained;</li> <li>• Advocacy priorities are identified and appropriately aligned with programming, the annual plan, SC Fiji strategic plan and SCI global initiatives;</li> <li>• Context and risk analysis is strengthened with advocacy messages and strategies developed to fit the context, target and risk.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Budget and Operational Management</b></li> <li>• Implement activities within budget lines with relevant documentation in line with the policies and procedures of SC Fiji</li> <li>• Ensure SC Fiji financial management systems, processes and controls are adhered to by all KANA team members;</li> <li>• Ensure compliance to financial requests and reporting as required by the board, SCI members and donors including comparisons of budget vs actual expenditure, fixed asset registers;</li> <li>• Ensure that all organisational policies are understood and being followed by KANA staff. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Safeguarding Policy, Financial Procedure Policy and Employee Terms and Conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial requests and acquittals are accurate and timely;</li> <li>• All relevant SC Fiji policies and procedures are complied with by the KANA team;</li> <li>• Budget holders regularly review budget to actual spending and adjust accordingly;</li> <li>• Programme spending proceeds in accordance with planned activities and within anticipated timeframes;</li> <li>• Approved spending is undertaken in accordance with SC Fiji and donor financial policies and procedures.</li> </ul>

**SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice**

<p><b>Accountability:</b> We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> <li>• Takes responsibility where the necessary skills exist or can be developed.</li> <li>• Is able to learn from mistakes and successes.</li> <li>• Enjoys the idea of a challenge and associated learning.</li> <li>• Is committed and actively seeks out development opportunities.</li> <li>• Is able to seek out assistance/resources where required.</li> <li>• Demonstrates personal drive and is able to set own goals and objectives.</li> </ul>
<p><b>Ambition:</b> We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> <li>• Works towards and achieves set goals &amp; objectives.</li> <li>• Committed to quality &amp; continuous improvement in work efforts &amp; activities.</li> <li>• Is proactive and pursues relevant opportunities.</li> </ul>
<p><b>Collaboration:</b> We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> <li>• Can quickly find common ground and solve problems for the benefit of all.</li> <li>• Is fair and reasonable to others.</li> <li>• Can solve problems with peers with minimal disruption.</li> <li>• Is a team player, is cooperative and encourages collaboration.</li> <li>• Easily gains trust and support of peers.</li> </ul>
<p><b>Creativity:</b> We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> <li>• Embraces and supports organisational change.</li> <li>• Acts as a change agent and encourages others to embrace change.</li> <li>• Presents relevant new ideas to peers and manager/supervisor.</li> <li>• Is seen as value-adding within the workplace.</li> </ul>

<p><b>Integrity:</b>          We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> <li>• Acts with authenticity and is accountable for own words &amp; actions.</li> <li>• Acts with honesty and transparency in all dealings and admits mistakes.</li> <li>• Ensures high levels of confidentiality relating to both data and verbal communication.</li> <li>• Behaviour is in accordance with SCF policies and Code of Conduct.</li> <li>• Is aware of the impact of own behaviour on others and manages behaviour accordingly.</li> <li>• Can present the accurate truth in an appropriate and helpful manner.</li> <li>• Doesn't misrepresent him/herself for personal gain.</li> </ul>
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## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Diploma/Bachelor's degree in Community Development, monitoring and evaluation any other social science degree programmes and at least 2-year experience working in an NGO, protection-related institution or corporate environment, experience working with communities and a wide range of stakeholders
- Demonstrated experience in communications work for organisations
- Proven expertise in, and understanding of the Convention of the Rights of the Child and other international human rights law instruments
- Demonstrated previous experience such as data collection and analysis, working with children and reporting
- Tertiary qualification in Community Development, Agriculture and Food Security or a related field, a sound understanding of socio-economic livelihood and development studies
- Proven experience in implementing Livelihoods programs related work and at least 2-year experience working in an NGO, protection related institution, experience working with communities and a wide range of stakeholders
- Proven expertise in, and understanding of, the Convention of the Rights of the Child and other international human rights law instruments and Livelihood frameworks and standards
- Proven experience in providing technical advisory to both Community-based Agriculture and Food Security and income generation programs. Experience in Disaster Risk Reduction (DRR) and Education field is desirable.
- Demonstrated experience in undertaking assessments at the field level, designing, managing, monitoring and evaluating protection programmes for international NGOs particularly on Livelihood
- Project management skills and a demonstrated ability in achieving agreed deliverables
- Budget development and financial monitoring skills and experience and knowledge of effective financial and budgetary controls
- An in-depth understanding of national and international development issues, especially with respect to child rights, protection of children in emergencies and participation
- Demonstrated leadership skills, including the proven ability to be part of a team
- Strong interpersonal, oral and especially written communication skills, ability to influence and negotiate with a range of diverse stakeholders, and excellent presentation skills including strong public speaking skills and experience
- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self-motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Experience working, coordinating and collaborating with partners and key stakeholders including children, parents, community workers, teachers, local and national authorities, I/NGOs CSOs, the UN and the corporate sector
- Commitment to and understanding of Save the Children's aims, values and principles including a sound understanding of, and experience in, the child rights-based and strength-based programming approach to development
- Fluency in written and spoken English
- High levels of computer proficiency including MS Office suite packages

### Desirable:

- Experience in implementing community livelihood programming, project design, implementation and evaluation.
- Fluency in Fijian and Hindi is an asset
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid class 2 driver's license

### Additional:

- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto Save the Children Fiji's Child Safeguarding Policy and Code of Conduct.

- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.

**Date of issue: 11 October 2017**

**Signed: Chief Executive Officer, Iris Low-McKenzie**

**Signed: Human Resource Manager, Ben Chand**