# JOB DISCRIPTION MEAL OFFICER

**Position:** MEAL Officer

**Location:** DG Khan and Rajanpur Districts

**Package:** 100k-120k PKR

## SCOPE & PURPOSE OF THE POSITION:

The MEAL Officer will be responsible in managing the M&E section of the education project and will be responsible in developing and applying the monitoring framework. The key responsibilities are given as under;

## Responsibilities

* Lead the M&E section of the education project and ensure the accountability and quality assurance in project implementation.
* Collect, manage and keep updated the data of Education project/s.
* Prepare and share the project/s weekly/monthly and quarterly program reports.
* Prepare analysis of data in tabular and info graphs like school, enrolment & retention, school results etc.
* Develop and maintain project data bases in updated forms.
* Conduct monitoring field visits and share the analysis of findings with the management.
* Design and conduct KAP or other surveys to generate new knowledge on the themes of Education.
* Prepare ToRs for the researches/studies and conduct knowledge generation studies independently or through the consultants.
* In addition to the project M&E work, review the existing M&E systems and adapt the M&E tools based on feedback from the field teams and management, lessons learned, and changing project needs. Regularly assess the relevance and effectiveness of the indicators and data collection methods to ensure they align with the project's objectives.
* Keep update the progress sheets like indicator tracking tables, detailed implementation plans to keep the program progress on track.
* Keep the management updated on the progress though monthly reports and info-graphs.
* Lead in conducting the base/end lines assessments, surveys, evaluations, need assessments that are required by donors or internally by the organization.
* To ensure CRM (Complaint Response Mechanism) is in place in the project and its compliance is in place against the reported complaints and data basis of these maintained and reports generated regularly.
* In close coordination and with the management, develop project concept notes/proposal to hunt the new opportunities against the thematic areas.
* Organize regular review meetings with project team, give technical inputs in addressing the gaps in implementation or against the reported challenges or lesson learned.
* Draft, the success stories from the field to publish in newsletters and reports
* Keep the beneficiary’s numbers updated on the social media and website through regular updating.
* Develop the annual reports of the organization and deaminate these among the stakeholders, donors and government departments.
* Assist the management in publishing the newsletter on regular basis.
* Oversee the recruitment of appropriate M&E staff.
* Any other task assigned by the supervisor/senior management

## Qualification and Experience

* Master in Social Sciences or equivariant.
* At least 5-7 years proven working experience in Monitoring & Evaluation in social sector preferably in INGO/s.
* Excellent writing and analytical skills
* Strong command on Ms. Office

**How to apply**

The interested candidates may email their CVs, maximum of four pages on [procurementsho.sp@gmail.com](mailto:procurementsho.sp@gmail.com) by mentioning “MEAL Officer” in the subject line. The due date of receiving the CVs is July 30, 2023. The CVs received after the due date will not be considered.