

Job Description

This form enables us to accurately post your position on external sites. The information provided here will be featured in the job post. Please do not use acronyms or industry jargon. Be clear and concise in your answers to the open-ended questions. Incomplete forms will delay posting. Once this form is complete, email it to the HRSC at hrservicecenter@care.org.

Note: All position grades are determined by the Compensation & Benefits Team in People & Culture (HR). Please DO NOT fill in the "Grade" box below.

Position Information

Position title: MEAL Officer for Humanitarian Actions	Date requested: August 8, 2024
Type of position: New - Project-Based, 6 Months	Grade (for HR use only):
Division:	Department: Humanitarian and Peacebuilding
Country: Philippines	Incumbent's name (if applicable):

Job Summary

In 1000 characters or less, state the position's overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

The MEAL Officer for Humanitarian Actions, in collaboration with the MEAL Specialist for Humanitarian Actions, will be primarily responsible for leading the development and implementation of MEAL plans for various Humanitarian and Disaster Preparedness projects at the field level. In addition, the MEAL Officer will support MEAL activities across other Humanitarian Actions and Disaster Preparedness projects within the project areas.

The MEAL Officer will work closely with MEAL Officers and project staff from other Humanitarian, Disaster Preparedness, and Peacebuilding projects, as well as with field teams from ECHO ACCESS project partners. This collaboration aims to ensure mutual support, coherence in MEAL strategies and activities, and opportunities for cross-learning. The MEAL Officer will also lead log frame-based and programmatic reporting, manage MEAL information sharing and data, and ensure that MEAL strategies and activities are practical, coherent, and effective.

Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

JOB RESPONSIBILITY 1 (70% of the time)

- Support the Humanitarian and Disaster Preparedness Project with MEAL-related activities in the field.
- Serve as the MEAL focal of the Humanitarian and Disaster Preparedness project in the project area.
- Assist in the MEAL Specialist for Humanitarian Actions in the design and operationalization of appropriate project MEAL system, KAP, endline, and other necessary data collection activities.
- Implement the consortium's MEAL strategy, in line with project objectives and donor requirements.
- Conduct regular monitoring visits to project sites, provide feedback and recommendations based on monitoring and evaluation findings, and ensure quality assurance in all monitoring activities according to established standards.
- Analyze M&E data to identify trends, patterns, and insights related to the project's performance.
- Collaborate with consortium members to enhance standardized MEAL frameworks, tools, and indicators to ensure consistent data collection and reporting.
- Work closely with MEAL Officers of Humanitarian and Peacebuilding unit projects including relevant technical advisors and program staff of consortium members to monitor, evaluate, and learn from program implementation processes and their impacts.
- Facilitate after action review, reflection sessions, and other learning events as required by the project to promote evidence-based decision-making and adaptive management.
- Document and share best practices, success stories, and lessons learned to improve future program implementation.
- Lead the preparation of the monthly project report, ensuring timely and accurate documentation of project progress and

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outcomes.

- Provide guidance and support in monitoring and evaluating the mainstreaming of gender equality, protection, and integrated risk management across sector results throughout project implementation.
- Contribute to the quantitative and qualitative requirements in project proposal development and assist in the review of needs assessments, concept notes, and project proposals.
- Review and consolidate MEAL tools, prepare guidance notes, and lead MEAL orientation to field staff.
- Attend consortium meetings and present monthly MEAL tracker of the project.
- Lead the tracking and monitoring of MEAL activities across all project deliverables, ensuring that objectives are met, and outcomes are effectively documented.

JOB RESPONSIBILITY 2 (20% of the time)

- Support the MEAL Specialist for Humanitarian Actions and actively participate in planning consortium-level activities to ensure that MEAL considerations are thoroughly integrated into the process.
- Assist in the consolidation, processing, and generation of monthly incident and displacement tracker.
- Assist in the formulation of a detailed consortium MEAL plan and ensure adherence to established guidelines, standards, and timelines across all project components.
- Assist in the establishment of a consortium-wide feedback mechanism to ensure effective communication and responsiveness to stakeholder input.
- Assist in the facilitation of learning events and meetings within CARE and the Humanitarian and Disaster Preparedness projects.
- Provide support as needed during donor visits and other key project activities.

JOB RESPONSIBILITY 3 (10% of the time)

- Comply with all relevant CARE Philippines policies and standard procedures.
- Foster a strong team environment by actively contributing ideas, listening to others, and taking on tasks beyond this job description as directed by appropriately delegated personnel.
- Collaborate constructively with colleagues across different departments and teams to advance the organization's objectives.
- Demonstrate an ongoing commitment to gender equality and diversity.
- Promote a safe and secure work environment by cultivating a culture of safety and security and adhering to CARE Philippines' safety and security policies and procedures.
- Build and maintain relationships with CARE staff and potential suppliers.

Qualifications (Know How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

E.g. high school diploma; college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: "or equivalent combination of education and work experience."

Required

- Bachelor's or master's degree in a relevant field (e.g., Development Studies, Social Sciences, Data Science, Monitoring and Evaluation).

Desired

Experience/Technical Skills

Number of months/ years of previous professional experience in a similar position. Examples: languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.

Required

- Proven experience in Monitoring, Evaluation, Accountability, and Learning (MEAL), preferably within the humanitarian sector and in a consortium or multi-partner program context.
- Strong understanding of M&E frameworks, methodologies, and best practices.
- Familiarity with both qualitative and quantitative research methods, with the ability to effectively apply them in MEAL processes.
- Excellent analytical and problem-solving skills, with the ability to synthesize complex information into clear, concise, and actionable reports.
- Strong communication and interpersonal skills, with demonstrated ability to collaborate effectively with diverse stakeholders.
- Experience in providing training and capacity-building support in MEAL to partners and staff.
- Proficiency in data collection, management, and analysis using software and tools such as MS Excel, KoboToolbox, Power BI, or other statistical packages.
- Proficient in Microsoft 365 applications.
- Knowledge of donor requirements and experience in preparing high-quality MEAL reports.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced and dynamic environment.
- Commitment to maintaining confidentiality, integrity, and professionalism in all aspects of work.

Desired

- Experience managing ECHO-funded projects.
- Experience in staff management and mentoring.
- Knowledge of and experience with specific MEAL tools and platforms, such as Tableau, GIS, etc.
- Familiarity with humanitarian standards and guidelines, including Sphere Standards and the Core Humanitarian Standard on Quality and Accountability (CHS).
- Proven track record in designing and implementing MEAL systems and frameworks for large-scale projects.
- Experience in donor compliance and reporting, including familiarity with EU, USAID, or other major donor regulations.
- Ability to develop and implement innovative MEAL strategies and methodologies.
- Experience in leveraging data for decision-making and adaptive management.
- Knowledge of data protection and privacy regulations relevant to MEAL activities.
- Strong understanding of the linkages between MEAL and project management, including risk management and impact assessment.

Problem Solving

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face.

Select Level: 1 2 3

3. Why things are done is known, but what has to be done and how to do it are not defined. : Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring

Why does the position fall into this category?

Problem-solving is essential for the MEAL Officer for Humanitarian Actions because the role involves navigating complex, dynamic environments where unexpected challenges arise. Effective problem-solving ensures the integrity and relevance of data collection, analysis, and reporting, supports cross-project collaboration, adapts to evolving donor requirements, and drives continuous improvement in humanitarian and disaster preparedness projects.

Competencies

CARE has 5 Core Competencies that all staff are expected to demonstrate and 2 Leaders Competencies expected of those in management and leadership positions.

Competency proficiency levels define the degree to which a person in a given job is required to demonstrate the competency through observable behavior.

The chart below provides guidance when assigning proficiency levels to jobs. This guidance should be used as a starting point. Click [HERE](#) for guidance on CARE's Job Classification System

Level	General competency behavior description	Job Classification
Level 1	Foundational: Baseline behaviors.	Support
Level 2	Capable: Practical application of the behaviors.	Professional
Level 3	Inspirational: Role models, coaches, and influences demonstration of the behaviors.	Managerial
Level 4	Transformational: Envisions and innovates the next generation of the behaviors.	Executive

A. Core Competencies

Please indicate at what proficiency level you expect this role to demonstrate each **Core Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **RELATIONSHIP BUILDING - 3**
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION - 3**
Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.
- **DYNAMIC LEARNING MINDSET - 3**
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS - 3**
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION - 3**
Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

B. Leadership Competencies

If this role is expected to manage direct reports, please indicate at what proficiency level you expect this role to demonstrate each **Leadership Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **Strategic Leadership & Execution - 3**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP - 3**
Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

C. Functional Competencies

Choose the **top 3 Functional Competencies** from CARE’s Competency Library that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills needed for this employee to succeed in their role.

This may be used in performance conversations and as a guide for staff development. You can find various job-specific Functional Competency Libraries [here](#). If you are unable to find a specific Competency that you consider essential, please contact your HR Business Partner.

Competencies	Proficiency Level
Dynamic Learning Mindset	3 - Inspirational
Delivering Results	3 - Inspirational
Relationship Building	3 - Inspirational

Organization

