



Vacancy Announcement

Job Title: MEAL Assistant
Project Name: Under Cost Share projects of Harikar NGO
Project Area: Duhok Governorate with travels to Nineveh governorate based on need.
Vacancy Ref No: 63
Applicants Residence: Duhok
Preferable Gender: Male and Female
Duration of Appointment: 50 Days
Expected Starting Date: 9 November 2021
Deadline: 2 November 2021
Type of Contract: Employment Contract
WorkingHours: 8:00AM _ 3:30PM

Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfilment of human and women rights in Dohuk Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to- within its resources- contribute towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others.

Terms of References

Job Overview:

Under the direct supervision of Executive Director, the MEAL Assistant will work with the MEAL officer to monitor, progress and evaluate the effectiveness of planned interventions for the Harikar/partner Programme. She/he will assist with receiving complaints and feedbacks through various channels of complaints and feedback, also conduct baseline assessments, organize teams of enumerators and field data collection, support with data entry, analysis and reporting.

The MEAL Assistant will be based in Duhok with travels to Nineveh governorate based on need.

Scope of Work (Duties and Responsibilities):

- Setting up MEAL systems
 - Improve Monitoring and Evaluations department processes and procedures including data collection, data entry into databases, data filing, analysis and report writing.

- Support field teams in developing and monitoring of project implementation plans, report and tools regular progress to the MEAL Officer.
- Support project field staff to ensure that projects are carried out with participation from all affected communities and that information is shared with affected communities.
- Monitoring
 - Travel to all areas of work and conduct field-level data collection.
 - Follow up proactively with the Programme team and management to ensure MEAL data is collected, as well as Conduct data entry, cleaning and analysis under the guidance of the MEAL officer.
 - Present in distribution and service sites to ensure the distribution processes meet the expected standard as per the project objectives.
 - Provide regular reports and data to the MEAL Officer as well as programme teams to help in activity delivery.
- Evaluation.
 - Assist in conducting surveys, observational monitoring, focus group discussions and key informant interviews.
 - Supervise data collection process at field level and conduct data cleaning, editing and verification activities.
 - Support the MEAL Officer in the analyses of quantitative and qualitative data, producing graphs, summaries, draft reports.
- Accountability
 - Manage the feedback systems and ensure a timely and appropriate follow-up if needed;
 - Work closely with the field staff to collect data and implement activities to support beneficiaries' accountability;
 - Manage and report community complaints and feedback under the supervision of the MEAL Officer.
- Learning
 - Help the MEAL Officer in assisting the field level Programme team in documenting lessons learnt.
 - Help the MEAL Officer in establishing field level learning and incorporating systems/ mechanisms considering Programme needs.

Additional Duties and Responsibilities:

- Attend and participate in MEAL related trainings, workshops, sessions and other capacity building exercises as required by the line manager;
- Fulfil other duties as required by your line manager.
- Able and or flexible in visiting various locations within Duhok and Nineveh governorates.

Experience, Qualifications and Skills:

- Educational Qualifications:
 - A university degree in computer science, information technology, data management or any relevant sector.
- Skills:
 - Knowledge of English is mandatory; it is strongly recommended the applicant can speak and write English language very well.
 - Very good understanding “written and oral” in Arabic and Kurdish language skills.
 - Advanced computer skills, particular Microsoft Word, Excel, Power Point and Outlook.
 - Advanced knowledge in data management and data analyzing.
 - Very good skills in of designing XLS and ODK, and KoBo forms.
 - Very good communication and interpersonal skills. Candidate needs to be flexible and creative, respectful and diplomatic.

Reporting and Supervision

Reports to: MEAL Officers

Supervisor: Executive Director

Expected Conduct:

- Ensure that confidentiality is always maintained when conducting the required duties and responsibilities.
- Work with the Harikar concerned persons in a cooperative and collaborative manner;
- Maintain high professional and ethical standard when both on and off duty, including upholding the principles and practices set out in the Code of Conduct and adhering to international standards;
- Seek guidance and technical support when needed with “Do no harm” principle being the priority at all times.

Commitment:

- All Harikar staff must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management
- All Harikar policies and guidelines are an integral part of this Job Description and must be implemented, e.g.:
 - Harikar operational guidelines and Policies.
 - Guideline prevention of corruption.
 - Guideline on PSEA.
 - Harikar Code of Conduct
 - Child Safeguarding

HARIKAR NGO