MEAL Manager DRC and Burundi - Role profile

Location	Goma	**Department**	International
Reports to *(Job Title)*	Country Director DRC	**Salary Band**	C
Matrix manager (if applicable)	Country Director Burundi	**Competency level**	Choose an item.

Role definition

Role purpose

The role holder will lead Christian Aid's Monitoring, Evaluation, Accountability and Learning efforts in DRC and Burundi. The responsibility is spread across all projects/programmes within Christian Aid DRC Country Portfolio of programmes (75% of time) with 25% dedicated to supporting the small CA Burundi programme. The post holder will assist in the development, implementation and monitoring of Christian Aid's MEAL strategy; providing effective and timely support (including capacity building) to programme staff and partner organizations. The post holder will initial relevant relationships and partnerships to improve the profiling of Christian Aid in both DRC and Burundi, with regular at least bimonthly trips to Burundi.

The MEAL Manager will provide leadership in ensuring high quality programme management information systems and accountability standards are integrated into all aspects of Christian Aid's programming in DRC and Burundi, and in doing so will contribute to organisational progress against the

Minimum Operating Standards and programme quality indicators.
.

Key outcomes

- Project proposals prepared which are based on strong planning, monitoring and evaluation procedures and financial policies and procedures complied with including reporting requirements.

- Strategic research and learning policy for Christian Aid in DRC and Burundi and a strong visibility component for such products.

- Monitoring and evaluation systems are maintained, updated, used and contribute to quality programming. Indicators in log-frame and programme impact are measured and reported effectively to donors

- Revised and strengthened Communications plans for Christian Aid DRC and Burundi, which includes SBCC and key visibility approaches.

- MEAL strategic principled readily available cutting across all Christian Aid programs.

- Decisions on supporting projects informed by Christian Aid's strategy and strategic focus areas and strong program of institutional support and strengthening for Partners in place.

- Strong linkages between partner work & MEAL within the UK and Ireland, developed through positive relations.

- Clear and timely policy positions developed for standing and emergency issues and humanitarian strategy developed for the region or continent which reflects country priorities.

- Strong synergy between regional or continental strategy and Corporate MEAL Priorities developed and strong development of relationships with partners, ecumenical networks, sector clusters, and policy makers in the program region, continent and globally.
- Support the setting up and implementation of accountability to beneficiary's mechanisms, monitor programme quality, raise red flags and support programme learning while contributing to transparent and robust reporting

Role agility

| **Expected travel per annum** | Up to 75 days | **On call/unsocial hours** Yes, in event of Christian Aid response to humanitarian emergency. |

Surge capacity for emergency responses No

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

The role is a Senior role based in DRC and sits as a member of the Christian Aid DRC Senior Management Team, matrix managed by Burundi Country Director where it provides advice to the SMT. The role is in the MEAL programme family. The role is Key in developing, and implementing programs strategy across a country program, region and division, whilst leading on partner portfolio projects. The role is Key in developing and implementing programme visibility and communications across a country, region or division. The role also manages a diverse team of traditional Monitoring and Evaluation specialists, Communications specialists and Social Behavioural Change Communications specialists. The role ensures Christian Aid is represented appropriately and positive relationships are developed thorough the MEAL work that this role is involved in. The role will develop and strengthen research approach across all programmes and ensure visibility for such products.

The post holder will be responsible for developing and projecting Christian Aid DRC and Burundi's profile, visibility and mostly reporting requirements with donors and external stakeholders. The post holder will ensure advanced quality delivery of reports to donors. A key responsibility of this role, in line with Christian Aid's global vision of being digitally enabled will be to apply recent digital technology in reporting, monitoring, evaluation, research and learning across all Christian Aid programmes. The post holder will ensure that all Christian Aid DRC and Burundi projects receive the necessary visibility and projection with reporting requirements as well as all enabled approved social media platforms.

Key areas of responsibility for the MEAL Manager will be to support programme staff in the development and implementation of Christian Aid's Monitoring, Evaluation, Accountability and

Learning (MEAL) systems; assisting in the collection, entry and compilation and first-step analysis of program data and learning findings; providing programme-level technical assistance during the design and implementation of studies, research, surveys and evaluations; supporting in the setting up and implementation of accountability to beneficiary's mechanisms, monitor programme quality, raise red flags and support programme learning while contributing to transparent and robust reporting.

Role requirements

Relationships

External Build strong relationships with partners, networks, donors, stakeholders and community beneficiaries.

Internal SMT members, Programme Quality, Programme Funding, Accountability and Safeguarding Build strong relationship with programme departments, MEAL officers, programme managers, M&E units and all in-country and global staff.

Decision making

Budgetary/savings responsibility Supporting budget development and execution
Click here to enter text. Outline the level of authority and accountability in decision making, what resources is the post holder responsibility for? Frequency of decision making?

Analytical skills

Click here to enter text. Responsible for one discrete area or several strands within a function, how much creativity, analysis and judgement or routine/semi-routine

Developing self and others

Number of Direct reports	**Overall people management responsibility**
Click here to enter text.	Click here to enter text.

Click here to enter text. The extent to which the job holder is responsible for their own work, for influencing and/or directing the work of others, acting in an advisory/specialist capacity

Role related checks

Child protection clearance Standard **Counter terrorism screening** Not required

Person specification

Applied skills/knowledge and expertise

Essential
- The post holder should have a first degree in social sciences or BSC in mathematics, economics, Information management, statistics, biostatistics, social sciences, management, social sciences or related fields with 6-8 years' experience of working in

development/humanitarian response with international partner organizations, or international experience.

- Highly effective organisational skills and able to learn complex systems and procedures quickly.
- To work to deadlines, under pressure and with multiple priorities
- Strong positive attitude and ability to manage a wide range of issues of complicated procedures, indicated by 5-6 years learning period.
- Proven track record and experience in developing M&E plan, systems and database using MS office applications (Excel or Access) and software applications.
- Strong knowledge and proven experience on developing and analysing logical and conceptual framework.
- Report writing and experience of this with donors.
- Skills and demonstrable interest in M&E and data analysis; has worked with a complex MIS system.
- To be able to manage and organise information systems and establish and maintain filing systems · Hands-on experience supporting development programmes, preferably in Africa .
- Experience of compliance, monitoring and evaluation and project-cycle management procedures and processes.
- Experience of building the M&E skills and capacity of others.
- Ability to train partners and staff on developing and maintaining the M&E system. ☐ Strong analytical and critical thinking skills.
- Excellent written and oral communications skills in English, fluency in French.
- Strong interpersonal skills and ability to work in a diverse team and manage complex and sensitive organizational relationships.
- Ability to manage complex workloads and deliver work to tight deadlines.
- Ability to travel frequently and stay in difficult environments

Desirable
- Masters degree or other higher level qualification
- At least a 6 years Senior Management MEAL programming experience.
- Advanced degree in statistics, communications and research
- Branding and publicity expertise is an added advantage
- Capacity to design and carry out qualitative and quantitative research, including an ability to use the internet for research and database management
- Knowledge and interest of communications issues and willingness to develop expertise in this

Digital/IT competencies required

Word, Excel, PowerPoint	Advanced	**Web content design & development**	Intermediate
Internet based collaboration tools and video calling	Intermediate	**Social Media**	Intermediate
Data Visualisation	Intermediate		

DATE CREATED	24/09/2019