

Department: Monitoring, Evaluation, Learning
and Reporting

Responsible to: Monitoring, Evaluation and
Learning Coordinator (MELC)

Location: Malawi

Contract length: 1 Year renewable

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

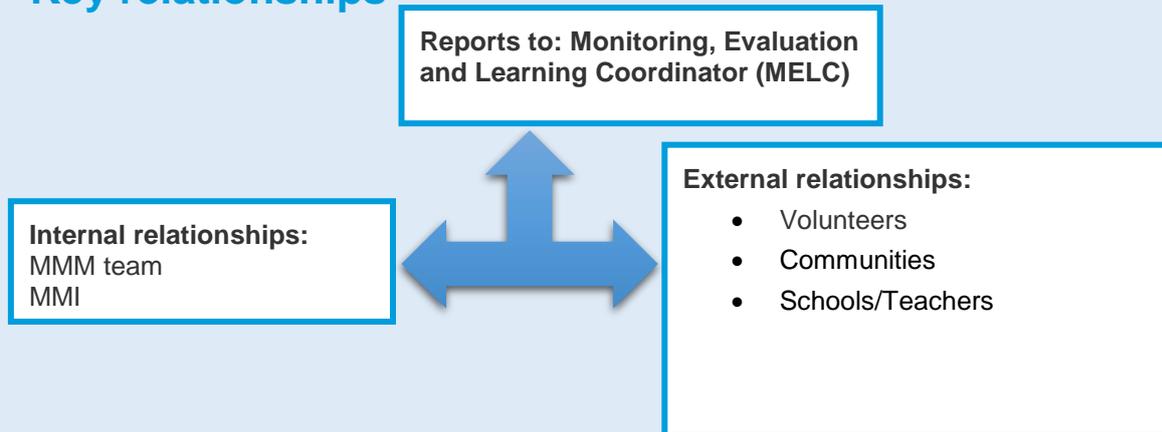
Job purpose

The MEL Field Officer will be responsible for ensuring that data are gathered from various sources in the field and entered centrally to support the advancement of the ongoing organisation MEL strategy. The position will work closely with the MEL officer under the guidance of the MEL Co-ordinator. This post will involve a combination of field and office-based work and will support cross core MEL work as also includes supporting the achievement of the organisational MEL strategy. The role also includes supporting wider areas of work within the MEL team, such as organisation pilots and projects which require additional monitoring.

Key activities

- Facilitating the collection and organisation of field-based MEL data through surveys and focus groups at school and household level.
- Undertaking data entry using Mary's Meals database system.
- Collate data and assist in providing initial statistical analyses of data for the MELC.
- Support ongoing programme development work, including pilots being undertaken by the programmes team.
- Writing reports and follow ups for the programme department when required.
- Supporting with the collation of programme data and statistics to the MEL Coordinator when required.
- Participation in routine field visits to verify data, orient schools and volunteers on data collection tools and to provide trainings to School Feeding Officers on MEL tools.
- Assist in the preparation of donor and programme reports.
- Conducting data follow ups on schools to ascertain validity and authenticity of data when data being reported has some issues.
- Facilitate orientation of data tools to teachers in new schools during expansion
- Provide direct data collection support to School feeding officers during the absence of the officer.
- Organise and file field reports and forms for future reference.
- Any other duty as assigned from time to time

Key relationships



| Qualifications, skills and experience | Essential | Desirable |
|--|-----------|-----------|
| A diploma in M&E related field or Certificate in M&E field. | ✓ | |
| At least 2 years working experience in M & E related projects | ✓ | |
| A clean motorbike license and not less than two years motorcycle driving experience. | ✓ | |
| Strong numeracy skills, Planning and execution skills, excellent MS Office skills particularly Excel and Database management skills. | ✓ | |
| Proven ability to analyse quantitative and qualitative data and presentation of data desirably as well good transcription skills | ✓ | |
| Practical experience in conducting surveys using Android devices | ✓ | |
| Planning and execution skills | ✓ | |
| Fluent written and spoken English and ability to communicate well across all levels | ✓ | |
| Team player | ✓ | |
| Exceptional personal integrity. | ✓ | |

Mary's Meals International manager competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

| | |
|--------------------|--|
| Self | <ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values • I develop myself and set stretching goals |
| Service | <ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past |
| Simplicity | <ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results |
| Stewardship | <ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account |
| Strategy | <ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I develop strategy and translate it into action |
| Strengthen | <ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent |
| Success | <ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for change |

Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparations for the annual Personal Development Review.

Declaration of acceptance

I have read this job description and accept it.

Employee name.....

Signed Date.....