



JOB ADVERT

Job Reference: National post based in Beirut - Lebanon

Job Title: MEAL Officer - AMAL Programme

Contact Email: Jsalloum@oxfam.org.uk

Grade: D1 (20,000 US\$ - 25,000 US\$ per annum) - in addition to other related benefits as per the labour laws in Lebanon.

Job Advert Details

OXFAM PURPOSE:

To work with others to find lasting solutions to poverty and suffering Oxfam has been working in the Middle East and North Africa (MENA) region for over five decades and over the past four decades it has been promoting gender equality and supporting women's right to participate and be represented in governance and decision-making structures and processes.

This focus is complementary to other areas of Oxfam's work on women's rights and to the broader goal of Oxfam to contribute to a 'world without poverty.' Oxfam is committed to supporting women, men and children, living in poverty, to claim their rights to sustainable livelihoods, to basic social services, to life and security, to be heard, and to an identity.

TEAM PURPOSE:

To work as part of the AMAL programme management team to effectively deliver the AMAL programme for maximum benefit for women in the Middle East and North Africa region.

AMAL is a three-year multi-country programme to be implemented jointly by Oxfam GB, Oxfam Novib, Intermon Oxfam and partners, which is aimed to promote active participation and leadership of women in the MENA region, including the poorest and most marginalised women, in local, national and regional governance structures and decision-making processes, therefore, ensuring that they have a say in formulation and/or their needs and priorities are reflected in socio-economic policies and practice at all levels. The programme is set to be implemented in the OPTs, Morocco, Tunisia and Yemen.

JOB PURPOSE:

To lead and support the development and implementation of effective and coordinated MEAL systems for the AMAL programme to support quality delivery as per Oxfam standards.

REPORTING LINES:

Postholder reports to: AMAL Programme Manager. However, given the highly technical/methodological nature of this position, a close matrix relationship with the MEL manager at the UDTM at Intermon Oxfam's head office in Spain is considered necessary.

Staff reporting to this post: None

BUDGET RESPONSIBILITY:

Responsible for AMAL programme regional M&E funds as detailed in AMAL programme budget

DIMENSIONS:

- Problems vary and include a combination of routine and some complex
- Work pattern is a mixture of reactive and project work
- Required to make sound judgements regularly within agreed processes using a good understanding of the team and the facilities of the team
- Communication is largely with Oxfam staff as well as with some external contacts
- Synthesis, analysis and communication of complex information to a range of stakeholders

KEY RESPONSIBILITIES:**To develop programme MEAL systems in accordance with Oxfam standards**

- To define specific processes, methodologies and tools for planning, monitoring, evaluation, learning, accountability and reporting in line with Oxfam minimum requirements;
- In close coordination with affiliates and country teams, to develop and monitor implementation of systems, processes and tools ensuring quality and consistency in MEAL and reporting;
- To define, apply and follow-up the policies, manuals and guides on Monitoring, Evaluations, Learning and Accountability of Oxfam to ensure their implementation with sufficient quality in all countries;
- To ensure that all processes, methodologies and tools are gender sensitive and capture gender transformative changes;
- To support teams in the process of adaptation of methodologies and tools according to each country context while ensuring consistency of MEAL.

To ensure relevant Oxfam team, partners, target groups and community capacity building and participation in MEAL

- To provide technical assistance and to support regional and county teams to implement, monitoring, evaluation, accountability and learning processes at

regional, national and local levels; in particular in the collection of quantitative & qualitative information from various sources

- To train and develop the regional and country programme teams on programme standards and on knowledge, skills and competencies necessary for effective monitoring, evaluation, learning and accountability;
- To train and/or to provide technical assistance for capacity building of partners to implement MEAL and reporting;
- To provide support and advice for target groups and community capacity building and participation in MEAL where appropriate;
- To monitor (remote and through field visits) quality of MEAL and provide ad hoc support for improvement;
- To promote and facilitate sharing of MEAL experiences and good practices among the programme and within affiliates.

To provide analysis and presentation of MEAL data

- To ensure collation, analysis and presentation of MEAL information from country and regional programme components
- To compile country monitoring data into overall reports reflecting activities, outputs and outcomes in order to guide management decision making, provide accountability to stakeholders, share learning and demonstrate impact;
- To manage and to support country and regional teams to manage the appointment of external consultants for monitoring, evaluation, learning and accountability purposes including devising terms of reference, providing evaluations of methodological proposals by consultants and validation of reports;
- To coordinate and support regional and national level learning events;
- To feed back to country and regional teams on progress towards programme objectives and MEAL;
- To make proposals coherent with the institutional policies of the different affiliates;
- To support effective learning and exchange from outside the programme in order to improve the effectiveness of the AMAL programme.

SKILLS AND COMPETENCE:

- Knowledge and experience of establishing and maintaining effective monitoring and evaluation systems for development projects
- Experience of gathering, analysing and presenting quantitative and qualitative data
- Proven ability to work effectively with others - strong interpersonal skills
- Excellent facilitation and training skills
- Good organisational skills including accuracy, consistency, attention to detail and patience
- Ability to show perseverance, tenacity and the ability to work under pressure
- A strong focus on results - sets goals, plans and prioritises effectively, monitors quality and progress of work against plans, establishes high level of performance and sets an example to others
- Demonstrable understanding of gender and rights based approaches to development
- Experience of using participatory approaches in development projects

- Able to communicate effectively in written and spoken English and Arabic
- Commitment to Oxfam's values

Desirable

- Previous experience with Oxfam
- Previous experience of working on projects related to women's empowerment
- Ability to speak French

OTHER:

Available to travel to other countries.

Applying :

CVS to be submitted to the following email address jsalloum@oxfam.org.uk no later than 31st of December, 2012 .Only shortlisted candidates will be contacted for interview.



<http://lkdg.org>

زيد من اخبار التنمية الاجتماعية والمجتمعية، الرجاء زيارة الوصلة التالية:



نفذ المشروع بدعم من مؤسسة بوابة التنمية الدولية
المحفية والتقارير لا تعكس بالضرورة آراء مجموعة الأبحاث والتدريب للعمل التنموي أو فريق بوابة لبنان للتنمية والمعرفة
الحقوق محفوظة - 2009 - بوابة لبنان للتنمية والمعرفة ومجموعة الأبحاث والتدريب للعمل التنموي