



THE  
LUTHERAN  
WORLD  
FEDERATION

Department  
for World Service

member of **actalliance**

<https://kenyadibouti.lutheranworld.org/>

## Vacancy Announcement

### Position: MEAL Field Officer

### Location: Dadaab 1 Position, Kakuma 1 Position

The Monitoring, Evaluation, Accountability and Learning (MEAL) Field Officers will be based in Dadaab and Kakuma Refugee Operation areas. S/he will work as the field technical lead in providing Monitoring & Evaluation (M&E) guidance, leadership, supervision and recommendations to ensure that the M&E systems meet the needs of projects. The MEAL Field Officer will be expected to lead MEA system implementation including monitoring, accountability initiatives, support assessments, MEA budgeting and recruitment. The position holder will mentor and/or capacity build existing field project staff in M&E, accountability and foster the documentation of learning processes.

### Key Responsibilities

1. Responsible for developing and implementing the Area Program's Monitoring and Evaluation framework.
2. Lead in the adoption and application of LWF World Service and ACT Alliance policies, systems, guidelines, procedures and action plans for accountability to Disaster Affected Persons (DAP's) in LWF World Service operations and in line with donor requirements.
3. Responsible for building the capacity of program staff on MEAL.
4. Support the development of quality proposals and concept notes both offline and through the NEWDEA system (LWF World Service web based planning, monitoring and reporting system).
5. In liaison with Sector heads, support in the compilation and submission of quality and timely periodical reports - (Weekly, monthly, quarterly, annual reports) and provide graphic/illustrated feedback to management of standard indicators for all sectors.
6. Responsible for using accountability (and internal audit) reports and findings to improve LWF World Service internal processes and the quality of programs.
7. Responsible for the collection, analysis and dissemination of project data and follow up with specific sectors for the utilization of such data.

8. Facilitate the transformation of experiences and individual learning to institutional learning through the documentation of situational reports and updates, human interest stories, photographs and control on social media sharing for purposes of communicating and documenting LWF World Service work in the Area Program.
9. Responsible for the establishment, implementation and improvement of LWF World Service Complaints and Response Mechanism in all sectors and components of the operations in the Area Program.
10. Maintain a complaints database and manage the complaints feedback and referral system in close collaboration with the Focal Person(s)/sector heads and management.
11. Responsible for the management of Sexual Exploitation and Abuse (SEA) and related accountability investigation processes.
12. Periodically assess capacity gaps in implementing effective accountability and CRM systems, and to design and facilitate appropriate training and capacity development sessions for staff.
13. Assess beneficiary accountability mechanisms in place and lead strengthening of such mechanisms including through appropriately structured dissemination of M&E findings.
14. Responsible for representing LWF World Service at MEAL Initiatives/forums and meetings.

### **Professional Qualifications and Required Skills**

1. Bachelor's Degree in Social Sciences, Statistics or other related field.
2. Proven experience in implementing effective M&E tools and systems.
3. At least 2 years of progressively responsible and directly relevant professional experience in a humanitarian context, with at least 2 years management experience in preferably Protection, Education and Sustainable Livelihoods programs in INGO context.
4. Demonstrated management experience with the ability to engage and motivate staff in a challenging environment.
5. Possess working knowledge and experience of humanitarian principles, laws and standards – Core Humanitarian Standards (CHS), Sphere Minimum Standards, Prevention of Sexual Exploitation and Abuse (PSEA), Rights Based Approach (RBA) and Gender Age Marker.
6. Experience in dealing with sensitive socio-political situations and working and living under pressure in unstable security environments and with long and irregular working hours would be an added advantage.
7. Experience with Online Data Collection tools and techniques.
8. Practical experience in Training of Trainers/Training of Facilitators skills.

9. Demonstrated experience in conducting Sexual Exploitation and Abuse (SEA) and related accountability investigations.

### **Personal Attributes**

1. Strong representation and negotiation skills in working with UN organizations, partner agencies, Government departments and community groups.
2. Excellent organizational and communication skills and extensive knowledge of Microsoft Office suit applications.
3. Excellent team player with demonstrated ability to forge/mentor strong teams.

Applications should reach the undersigned by close of business on 12th September 2017 and must include full contact details of 3 referees.

The Human Resource Manager, Lutheran World Federation Kenya-Djibouti,  
Email: lwf.nbi.kenya@gmail.com

Kindly indicate the position and specify your location of interest on the subject line.

Only shortlisted candidates will be contacted.

LWF World Service is an equal opportunity employer, irrespective of gender, race or religious affiliation.

LWF World Service is a signatory to the Code of Conduct for humanitarian agencies. Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.