



VACANCIES ANNOUNCEMENT

MEAL OFFICER

Organisation	<p>Youth Alive Zimbabwe (YAZIM), a non-profit, non-partisan, systems oriented local Non-governmental organization seeks to recruit a Monitoring, Evaluation, Accountability and Learning (MEAL) Officer. Under the overall guidance of the Executive Director, the MEAL Officer will be responsible for the monitoring and ensuring of high quality and timely inputs. The incumbent will ensure that projects maintain their strategic vision, that activities result in the achievement of intended outputs in a cost effective and timely manner and that outputs are, in turn, yielding or on track to yield the outcomes proposed for projects . The MEAL officer will also support the implementation of the project learning agenda and offer technical support to staff to ensure seamless integration of M&E and contribute to the organization’s learning strategy.</p>
Position	MEAL Officer
Reporting to	Executive Director
Responsibilities -	<ul style="list-style-type: none"> • Develop and strengthen monitoring, evaluation and learning frameworks, systems and procedures. • Monitor all project activities, expenditures and progress towards achieving projects’ results. • Develop project performance indicators and indicator tracking system . • Document lessons learned best practices, and success stories • Monitor and evaluate overall progress on achievement of results. • Monitor the sustainability of the project's results.

	<ul style="list-style-type: none"> • Compile progress reports (monthly, quarterly, half-yearly and annually) on all project activities to the Executive Director. • Assess and strengthen the existing organisational monitoring and evaluation system. • Provide inputs, information and statistics for quarterly, annual and other reports. • Assist the Programs Coordinator in preparing relevant reports. • Compile monitoring and evaluation tools and supporting project personnel in data collection • Conduct field visits for data collection and engaging projects' beneficiaries for learning purposes • Perform other duties as required by the Executive Director.
Qualifications	<ul style="list-style-type: none"> • A Bachelor's degree in any Social or relevant discipline such as, Development Studies, Statistics • A postgraduate qualification in Monitoring and Evaluation is a requirement.
Knowledge and Experience	<ul style="list-style-type: none"> • At least 5 years of experience in the design and implementation of MEAL in development projects with a focus on Health and Wellbeing, Child Protection and Child rights, Women Empowerment, Human Rights Protection, GBV and Livelihoods Strengthening. Experience in designing tools and strategies for data collection, analysis and production of reports; Expertise in analyzing data using statistical software including SPSS, STATA, Epi Info as well as in qualitative analysis;; Strong training and facilitation skills

	<p>The ideal candidate should possess the following competencies;</p> <p>Must be able to take initiative in identifying improvements to existing M&E systems; Excellent teamwork skills and the ability to build good relations both internally and externally; Fluency in Shona and English required (written and verbal), Good report writing and data analysis skills; Ability to work under pressure.</p>
<p>Safeguarding</p>	<p>NB: Youth Alive Zimbabwe is committed to zero tolerance to any form of child abuse, sexual exploitation and harassment. One of the ways that YAZIM shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates. Therefore, the successful candidate is expected to comply with YAZIM’s policies and procedures with respect to safeguarding, the Code of Conduct, data protection and confidentiality and the do no harm principles.</p>
<p>Application process</p>	<p>If you feel you fit the required profiles please send a 2 PAGE SUMMARY CV IN MS WORD by close of business the 30th of April 2024 to youthalivehumanresource@gmail.com Summary CV should contain details of your qualifications, experience, present position, expected remuneration, earliest date of availability, names and contact details of two referees.</p> <p>Only shortlisted candidates will be contacted.</p>