



Internal Vacancy Announcement

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within.

Now, and for the future. Mercy Corps has been working in Liberia since 2002.

Mercy Corps invites applications from all interested and potential Liberian candidates for the following position(s):

1. MEAL OFFICER - 01 position, based in Yarpah Town, Rivercess County.
2. Please find below the full position description for this position.

“Fostering a diverse and open workplace is an important part of Mercy Corps’ vision, and we encourage people from all backgrounds, especially women and members of disadvantaged groups to apply. Mercy Corps is an Equal Opportunity Employer”.

3. How to apply?

Interested and qualified candidates are requested to submit their detailed CV with a cover letter along with other relevant certificates to the email address lr-jobs@mercy Corps.org. You are requested to mention the title of the position on the subject line of the e-mail while applying.

Hard copies of the CV with cover letter along with all relevant certificates can be dropped at Mercy Corps’ Office located at “Tubman Boulevard Sophie Junction Opposite SOS Clinic, Monrovia”. Label the left corner of the envelop with the title of the position for which you are applying.

Last date for the submission of CV’s is September 30, 2021 by 04:00 pm. Mercy Corps reserves the right to accept or reject any or all CV(s) without assigning any reason. Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.

“The recruitment processes will be ongoing while receiving applications”.

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY!

MEAL OFFICER

Position Description

Location: Yarpah Town, Rivercess with frequent travel in the county and occasional travel to Grand Bassa and Montserrado counties.

Position Status Full-time, Regular

Salary Level

Current Team Member: None

About Mercy Corps

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Program / Department Summary

Save the Children (Prime) and Mercy Corps (sub-grantee) are implementing the Liberia Empowerment through Attendance, Reading, and Nutrition (LEARN) program. This is a five- year program, funded by the United States Department for Agriculture's (USDA) Food for Education (FFE) program. The goals of this program are to increase the literacy of school age children and increase the use of health and dietary practices. LEARN program will be implemented by Save the Children in Grand Gedeh and River Gee counties while Mercy Corps will implement the program in Grand Bassa and Rivercess counties.

General Position Summary

Mercy Corps is looking for a creative individual for the Liberia Empowerment through Attendance, Reading, and Nutrition (LEARN) Program who have the experience and competencies to work as Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer. The main purpose of this role is to assist with the development of strategies and tools for LEARN Program monitoring and evaluation. The post holder will work to facilitate quality implementation of the LEARN program according to the program's design using measurable results framework. He/She will conduct assessments, regularly collect and analyze data, and will assist the MEAL Manager with the day to day accountability activities.

Essential Job Responsibilities

STRATEGY & VISION

- Recognize opportunities for innovative action and create an environment where alternative viewpoints are welcomed.
- Set direction by prioritizing and organizing actions & resources to achieve objectives and contribute to countrywide strategy development.

PROGRAM MANAGEMENT

- Provide support in establishing and updating a LEARN MEAL tracking database.
- Produce M&E tools for data collection. Ensure tools are available for use in the field by staff.
- Train and build relevant staff capacity in the use of tools and M&E basics.

- Supervise and manage monitoring, evaluation, accountability, and learning data collection, and data delivery to the MEAL Manager.
- Collect information on progress of each activity of a project being implemented, and enter the information into database platform.
- Assist in analyzing and compiling data to measure the progress and impact of projects' activities.
- Participate in and coordinate the timely collection and analysis of all program performance data and success stories.
- Provide day to day verifying of data quality and ensure all data is input into database platform and analyzed in an integrity manner.
- Develop and maintain a data management system using Excel, Access, or other data management and analysis software.
- Develop and maintain database backup and filing systems;
- Undertake visits to the field throughout the project, as needed to support data collection or verify data quality.
- Prepare periodic update and presentations on program performance against set indicators.
- Prepare reports of project data, as required for reporting.
- Contribute to the documentation of program events such as meetings, events and workshops.
- Comply with the requirements of **Mercy Corps** Protection Policy to ensure maximum protection for children.
- Ensure that program implementation is responsive to communities and partners and consistent with Mercy Corps' relevant program guidelines, principles, values, quality standards and strategic plan.
- Integrate community approaches, gender sensitivity and capacity building into all activities as appropriate.
- Provide supervision and support to M&E Assistant, who will be based in Rivercess, in all M&E activities.
- Ensure program implementation is on time and target, using effective M&E systems to reach desired impacts.
- Perform other tasks as required.

TEAM MANAGEMENT

- Develop the capacity of the team, deepen understanding of their roles and assist with career development.
- Assist team members with information, tools and resources to improve performance & reach objectives.
- Promote accountability, communicate expectations and provide constructive feedback informally and formally via regular one on ones and performance reviews.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.

FINANCE & COMPLIANCE MANAGEMENT

- Ensure compliance with donor and Mercy Corps regulations related to financial transactions and programming.

INFLUENCE & REPRESENTATION

- Identify, build and manage collaborative partnerships with consortium partners, sub-grantees, donors, local governments and other stakeholders.
- Communicate effectively to ensure overall project targets and donor obligations are met.

SECURITY

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of policies.

ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

ACCOUNTABILITY TO BENEFICIARIES

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

Supervisory Responsibility

The MEAL Officer will supervise (5) LEARN food monitors in Rivercess.

Accountability

Reports Directly To: Country MEL Manager

Works Directly With: Other MEAL staff, Lead Mobilizer, ESHN Mobilizers, Partner Staff (MEAL Manager/Officer and other relevant staff), Adim/Finance Officer, and Logistics Officer

Knowledge and Experience

- Bachelors degree or relevant experience and/or potential to grow into the role;
- Minimum of 2 years' of experience in MEAL related work, preferably with experience supervising others;
- Previous experience and/or education in data management including planning, collecting, entering, analyzing, and storing data;
- Capacity-building experience is an added advantage;
- Proficiency in Word, Excel, and Power Point;
- Strong oral and written English skills.

Success Factors

The MEAL Officer should have a keen attention to detail and be able to mobilize a team of food monitors to meet project goals and targets. They should be able to work independently in a challenging and remote work setting, using creative problem solving to get the job done. They should be able to work with a diverse team, be approachable and supportive and be willing to implement new ideas and creative solutions.