POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>MEAL ASSISTANT</th>
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</thead>
<tbody>
<tr>
<td>Duty Station &amp; No. of Staff</td>
<td>Sinoe County- 1 Person</td>
</tr>
<tr>
<td>Position Category</td>
<td>Fulltime (Based on Funding)</td>
</tr>
<tr>
<td>Salary Level</td>
<td>Based on Experience and Qualifications</td>
</tr>
<tr>
<td>Duration</td>
<td>One Year/ 12 Months</td>
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About Mercy Corps:
Mercy Corps is a leading global humanitarian agency saving and improving lives in the world’s toughest places. With a network of experienced professionals in more than 40 countries, we partner with local communities to put bold ideas into action to help people recover, overcome hardship and build better lives now, and for the future. In these places, Mercy Corps listen to local voices to prioritize people’s most urgent needs, taking a long-term view and promoting innovative solutions that drive true change.

GENERAL POSITION SUMMARY:
Mercy Corps is looking for creative individuals for the Liberia Empowerment through Attendance, Reading, and Nutrition (LEARN) Project who have the experience and competencies to work as MEAL Assistant. The main purpose of this role is to assist on enhancing quality, accountability, and learning for achieving breakthrough solutions in bringing immediate and lasting changes in the lives of children. The post holder will work to facilitate the quality implementation of the food for education program according to projects’ design using measurable results framework. Conduct initial assessments and regular data collection activities. Assist the MEAL Manager in the day-to-day accountability activities.

SCOPE OF ROLE:
Reports to: MEAL Manager/Officer
Dimensions:
Number of direct reports: None

KEY AREAS OF ACCOUNTABILITY:

- Collect information on progress of each activity of a project being implemented, and enter the information into database platform;
- Provide support in establishing and updating an MEAL tracking database;
- Provide assistance in monitoring, evaluation, accountability and learning data collection, and data delivery to the MEAL Manager/Officer;
- 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 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 reports of project data, as required for reporting;
- Contribute to the documentation of program events such as meetings, events and workshops;
- Under the supervision of MEAL Manager/Officer, perform other tasks as required.
- Comply with the requirements of Mercy Corps Protection Policy to ensure maximum protection for children

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

- Bachelor’s degree or its equivalent preferably with science subjects.
- Minimum of 2-3 years’ experience in MEAL related work.
- Proficiency in Word and Excel
- Previous experience in planning, collecting, entering, analyzing and managing data
- Highly developed interpersonal and communication skills
- Written and verbal fluency in English

**How to apply**

Interested and qualified candidates should send their CV’s and Cover Letter in one document, addressing the position requirements to: lr-jobs@mercykorps.org. All applications must include the position title in the subject line. Or hard copy CV’s and Cover Letter can be dropped at Mercy Corps’ office. Label the left corner of the envelope with the job title with any county of interest (MEAL ASSISTANT Sinoe County)

**Last date for submission of Application (CV and cover letter) is 21st December 2017 by 4:00 pm**

Mercy Corps Liberia follows an equal opportunity policy and actively encourages diversity-welcoming applications from all especially women and people living with disability.

Only shortlisted candidates will be contacted