JOB ADVERT

MEAL SENIOR OFFICER

Created in 1979 and now operating in over 50 countries around the world, Action Against Hunger is one of the major actors in fighting hunger. Active in Liberia since 1990, Action Against Hunger has become one of the main humanitarian and development actors in the country focusing on Nutrition, Health, Mental Health and Psychosocial Support (MHPSS) as well as Food Security and Livelihoods (FSL), Water Sanitation and Hygiene (WASH) to address the underlying and root causes of nutrition insecurity. Action Against Hunger's work in Liberia has evolved significantly over the years from emergency response to longer-term development, aiming at ensuring the provision of nutrition services within the health system; promoting and implementing FSL and WASH interventions; and developing strong partnerships with local civil society and national NGOs as well as the Government of Liberia. Through the years, Action Against Hunger has developed a strong acceptance within the communities in the areas of interventions. Action Against Hunger Country office is located in Monrovia.

I. Summary of position

Action Against Hunger is seeking a **Monitoring, Evaluation, Accountability, & Learning (MEAL) Senior Officer** to support the implementation of Monitoring, Evaluation, Accountability, and Learning (MEAL) systems across its programs in Liberia. The role involves supporting with data collection, database management, and analysis; managing the Feedback and Complaint Response Mechanism (FCRM); preparing Activity Progress Reports (APRs); and conducting post-distribution monitoring (PDM). The MEAL Senior Officer will work closely with multi-sectoral teams and engage effectively with community members to ensure accurate reporting and accountability.

II. Some key job responsibilities

Mission 1: Implementation of Action Against Hunger MEAL Plan
Under the supervision of the MEAL Manager, the MEAL Officer will support the Manager in strategic MEAL functions and in the implementation of the MEAL Plan. You will be responsible for:

- Supporting in developing/reviewing/updating a robust MEAL Plan for the projects, including indicator selection, target setting, reporting, and developing MEAL and/ performance monitoring plans that will ensure tracking of project/program results at different levels (outputs, outcomes, and impact).
- Supporting the development and regular review of project Logical Frameworks (Log frames), ensuring the alignment of indicators, targets, and means of verification with project objectives.
- Assisting in tracking progress against the Log frame to inform reporting and guide program adjustments.
- Developing and disseminating relevant M&E tools, systems, procedures, formats, and dashboards.

Mission 2: Data Collection and Management

- Lead in the overseeing of data collection, collation, storage, analysis, and reporting, ensuring that data is of high quality and audit-worthy.
- Coordinating and conducting data collection for various activities like assessments, post-distribution monitoring, and surveys (Baseline, Midline, Endline).
- Developing and piloting MEAL tools (qualitative and quantitative) and manage data entry processes.
- Conducting and overseeing routine Data Quality Assessments (DQA) and implementing corrective actions to improve data quality and accountability of staff and partners.

Mission 3: Analysis and Reporting
Under the supervision of the MEAL Manager, support strategic data analysis and reporting functions that inform program decision-making. You will be responsible for:

- Analyzing data to identify key findings and inform project activities.
- Reviewing, compiling, and submitting all monthly activity progress reports (both qualitative and quantitative APRs for all sectors), and ensuring each project has an APR template at the start of each grant.
- Providing technical support for reporting and ensure timely and quality submission to internal and external stakeholders.

Mission 4: Accountability and Learning
Under the supervision of the MEAL Manager, contribute to strategic learning and accountability initiatives. You will be responsible for:

- Overseeing the day-to-day operationalization of accountability mechanisms and community feedback and response mechanisms (Opinion ADS online platform and Suggestion Boxes) for the Liberia country program.
- Oversee the collection, writing, and documentation of the lessons learned, best practices, case study documents, and share timely information with program teams and other stakeholders.
- Support the MEAL Manager and the Project leads to organize project learning events and review meetings in accordance with Project schedules.

Mission 5: Capacity Building and Collaboration
You will be responsible for:

- Training program/Project staff and partners on MEAL tools and methodologies in collaboration with the MEAL Manager and the Project leads.

IV. Qualifications & Experience

- Minimum Bachelor's degree in a relevant field: Statistics, Economics, Social Sciences, Public Health, or International Development.
- At least 3 years of experience working with humanitarian projects or in a relevant sector (e.g., Food Security, WASH, MHPSS, Health and Nutrition); experience with an international NGO is advantageous.
- Experience in strategic planning and performance measurement, including selecting indicators, setting targets, and reporting; managing databases; utilizing ICT for M&E; and developing M&E and performance monitoring plans.
- Proven experience in designing and implementing MEAL systems, including indicator development, log frame alignment, and performance monitoring plans.
- Hands-on experience in data collection, management, and analysis using both qualitative and quantitative methods.
- Experience in reporting to donors and stakeholders, including compiling Activity Progress Reports (APRs) and supporting evaluations (baseline, midline, endline).
- Familiarity with accountability mechanisms and community feedback systems in multi-sectoral programs.

V. Required Competencies And Skills

- Knowledge of key evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) as well as data collection and analysis techniques.
- Excellent communication (written and oral) and interpersonal skills, with the ability to interact with diverse community members and stakeholders.
- Proficiency in MEAL methodologies, software, and data collection tools such as Kobo Collect, ODK, SPSS, STATA, Power BI, and Excel.

- Ability to work independently and as part of a team, while managing multiple tasks under pressure.
- Ability to design and roll out MEAL tools, dashboards, and data quality assurance mechanisms.
- Strong skills in quantitative and qualitative data analysis, including visualization and interpretation for decision-making.
- Competence in developing MEAL plans, conducting surveys, and managing large datasets.
- Understanding of accountability standards and experience in managing Feedback and Complaint Response Mechanisms (FCRM).
- Ability to meet daily targets and work under minimal supervision.
- Integrity and confidentiality and ability to handles sensitive information responsibly.
- Willingness to travel and stay overnight in rural and remote terrains

VI. Remuneration package

Anticipated starting date: January 10, 2027
Contract length: 10 months renewable based on funding and performance
Location: Monrovia with frequent travels to other Action Against Hunger intervention areas
Basic Salary: $1,000-$1,100
Transportation allowance: $135
Education Allowance: $90
Medical Insurance: staff and four dependents inclusive of spouse

HOW TO APPLY:

Join us in our mission to fight hunger and improve lives in Iberia. Apply now to make a meaningful impact! Please send your CV and motivation letter to:
recruitment@lr-actionagainsthunger.org with the position title clearly stated in the email subject line eg. " **MEAL Senior Officer 004**", along with (3) three work-related references from your most recent employers including previous/ current line managers and HR referent of the employer with professional email only no later than **30th November 2026, 5:00 PM**. Applications will be reviewed on a rolling basis and the position may be closed before the stated deadline.

Action Against Hunger is committed to diversity and inclusion within its workforce, and encourages all competent persons, irrespective of gender, religious and ethnic backgrounds, including persons living with disabilities, to apply and become part of the organization.

Action Against Hunger is committed to protecting all persons it comes into contact with through our work, including children and at-risk adults. Action Against Hunger has ZERO TOLERANCE towards all forms of harm and abuse.

Disclaimer: Please be aware that Action Against Hunger does not ask for any money during its recruitment processes. We strongly advice the public not to be carried away by individual(s) making such false claims.

Action Against Hunger is an equal-opportunity Employer. Qualified women are particularly encouraged to apply.