



JOB VACANCY

Position Title: Monitoring, Evaluation, Accountability, and Learning (MEAL) Assistant

Duty Station: Monrovia/West Point

Reports To: Health and Nutrition Program Manager

Contract Duration: One year (January to December, 2025)

MISSION STATEMENT

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

JOB SUMMARY

The Mobile Medical Unit (MMU) Monitoring, Evaluation, Accountability, and Learning (MEAL) Assistant will work as part of the MMU and provide day-to-day data management for the monitoring and evaluation activities related to the MMU activities. This includes working with program staff, external consultants, and key stakeholders. The MEAL Assistant will work closely with the PM.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the primary point person for all Monitoring, Evaluation, Accountability, and Learning (MEAL) related work
- Enter and verify information in the MMU workbook daily.
- Work with MMU staff to ensure accuracy of record keeping.
- Assist in data gathering and reporting.
- Assist in MMU office administrative processes.
- Maintain a neat and orderly Office- restock and photocopy patient forms and cards as necessary.
- Ensure security and privacy issues related to data collection and archiving are adhered to per SP policies.
- Ensure thorough documentation and reporting to meet the requirements of the County Health Department (CHD), the State Ministry of Health (SMOH), SP IHQ, and any other donors. Prepare and submit weekly, monthly, quarterly, and other relevant reports to the Health Program manager as directed.
- Fully participates in setting up and packing away the MMU when they reach their target location.
- Fully participates as directed by the PM in checking the inventory in the store and the MMU packs, re-stocking the transport supplies, and re-ordering supplies in a timely way.
- Be willing to travel through rough terrain, possibly on a motorbike, to reach remote communities.
- Attend daily morning devotions and participate in prayer support for the ministry, its donors, and volunteers.



- Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
- With a generous and serving spirit, perform all other tasks & responsibilities assigned for the benefit of SP.

QUALIFICATIONS

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND EXPERIENCE

- Diploma in Public Health/Nursing or any other related field
- At least one year of related work experience with NGO community and public health programs based at a well-established medical health facility/ project.
- Computer and data analysis proficiency
- Strong communication skills, with excellent written and spoken English.
- Experience working in community-based activities.
- Sensitivity to the needs and priorities of vulnerable populations.
- Adaptable, flexible, and mature in judgment.
- Good assessment, analytical, planning, and reporting skills.
- Understanding of medical ethics and patient education.

SKILLS REQUIRED

- Flexibility, adaptability, and patience.
- Analytical and problem-solving skills.
- Cross-cultural awareness and sensitivity to cultural differences.
- Awareness of gender issues.
- Drivers license/ experience driving a motorbike or willing to learn

How to apply: Interested applicants should send CVs and cover letter to Samaritan's Purse Office ELWA Compound, Monrovia: HR Manager or by email to: psavice@samaritan.org and copy EPerry@samaritan.org, THussein@samaritan.org, and PTWilson@samaritan.org. Deadline for submission of all applications is Monday, January 20, 2025 at 5:00pm. Only short-listed applicants will be contacted.