



Mhair Education Health & Human Rights Organization

Human Resource Department

STAFF REQUISITION FORM

POSITION INFORMATION

Vacancy Number:	MEHHRO/HR-1010
Position Title:	MEAL officer
Organization:	Mhair Education Health & Human Rights Organization
Location:	Base Kabul, and Travelling to Respected Provinces as required (Parwan, Logar, & Wardak)
Duration	10 Months
No. of Position:	1
Type of Position:	Full Time
Nationality:	Afghan
Salary Scale:	Based on Organization Salary Scale Policy
Gender:	Male
Announcing Date:	June 02, 2022
Closing Date:	June 15, 2022
Submission Email:	hr@mehhro.org

Organization Background:	<p>MEHHRO; Mhair Educational, Health and Human Rights Organization (MEHHRO) is a non-profit and non-political organization. It was established in 2002 by Afghan intellectual and veteran group of youth with the beliefs of meaningful empowerment and a better future is possible. It is registered with ministry of economy and the registration number is; 480. MEHHRO, based on our past 20 years work experience in the field of humanitarian and community development, strongly believe that human development and alleviation of human suffering can best be addressed and healed through humanitarian cooperation and partnership within a transparent, accountable and well-defined frame of action for common human goals and purposes.</p>
---------------------------------	--

Purpose of the Position:	<p>The MEAL officer will manage the Monitoring, Evaluation, Accountability and Learning (MEAL) system that will enable the organization and partners to ensure that all projects are continually being monitored for their effectiveness and appropriateness and that lessons are documented and communicated to inform on-going implementation and future programming. He /She will guide the Field Coordinators and Officers in achieving outcome/impact focused projects and accountability to beneficiaries in line with organizations and donor's policies and practices. He/she is responsible for establishing and managing the systems for COVID-19 project activities Monitoring, evaluations and share the findings for the responsible bodies to establish evidence for ongoing implementation, completed projects, and future programming. He/she will provide technical support to projects and field offices in monitoring and evaluation processes in line with organization and donor's policies and benchmarks.</p>
---------------------------------	--

Job Summary	Principal Duties and Responsibilities; <ul style="list-style-type: none"> • The Monitoring, Evaluation, Accountability and Learning (MEAL) Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Project. • MEAL Officer will develop a systematic monitoring framework. • Improve the qualitative and quantitative evidence gathered by the Project. • MEAL will provide technical assistance to the implementing agencies, particularly in relation to monitoring, reporting and governance issues. • Develop the overall framework for COVID-19 project for example mid-term project review, impact assessment, final evaluation, develop project performance monitoring plan with relevant data collection systems • Develop baseline data for each project component and for all project indicators. • Identify areas where technical support to project partners is required.
--------------------	---

Qualifications:	<ul style="list-style-type: none"> • Bachelor degree in Economics, public health, demography, statistics, international development or related field. Preference will be given to Master Degree. • Excellent written and oral skills in English language including Pashto and Dari. • Minimum 3 years of relevant experience in Monitoring, Evaluation, Accountability and Learning (MEAL) with national or international organization. • Technical and practical capacity in program planning, Implementation, monitoring, reporting, experience sharing, reflection and evaluation tasks of the project. • Committed to dwell and work in those above mentioned provinces • Excellent in communication, Planning, decision making and coordination skills. • Have proven ability to build other people’s capacity and team player. • Excellent analytical skills. • Good moderation, facilitation and training skills. • Ability to travel & work at field.
------------------------	---

Computer Skills:	<ol style="list-style-type: none"> 1. Microsoft Office 2. Data collection, analysis and MEAL related tools
-------------------------	--

Reporting:	The MEAL Officer will be reporting to Project Manager
-------------------	---

Submission Guideline:	Interested candidates, who meet the above-mentioned requirements/qualifications, should submit an up to date CV, with a Letter of Interest, via email to the following address: hr@mehhro.org no later than June 15, 2022. Mention the Positions Title, and Vacancy Number i.e. (MEHHRO/HR-1010) . Only shortlisting candidates will be contacting for written test & interview.
------------------------------	--

SIGNATURE APPROVAL

Wajiha Sahebzada
HR Manager