

*Join Our Team*

Advert for Monitoring, Evaluation, Accountability and Learning Officer to be based in Mulanje

Self Help Africa (SHA) Malawi is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH, Nutrition and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in nine countries across Africa, Asia and South America. SHA currently operates in 12 districts in Malawi, supporting 20 on-going projects. This is an exciting time to join us as we seek to tackle the global challenges in progressive and innovative ways.

**Job Purpose:**

The role of the Monitoring, Evaluation, and Learning (MEAL) Officer will be to to establish and implement monitoring systems to promote evidence-based decision-making, programme and project performance, and internal management. The MEAL Officer will contribute to quality programming through supporting access to and use of relevant and timely information on programme scale, relevance, and effectiveness. S/he will further be responsible for coordinating monitoring, evaluation, research, and knowledge management related to the EU funded Fortifying for Our Communities Undernutrition through strengthened CSO Capacity (FOCUS) project. The MEAL Officer will be reporting to the FOCUS Project Manager while working very closely with the National MEAL Manager and Mulanje and Dedza Field Facilitators.

**General duties and responsibilities:**

The MEAL Officer will work in close collaboration with the National MEAL Manager ensuring that

* Project M&E system aligns with EU funding agreements and SHA M&E Systems. This includes performance measurement tools such as Logical framework, M&E plan, indicators, indicator tracking tables, and data collection tools etc.
* Project results are updated quarterly in the Country office Results framework, ultimately contributing to the Global and Country office annual reports.
* Project research and studies are designed and implemented in accordance with SHA and minimum best practices, and the National M&E Manager is involved in all research and studies from the onset, including reviewing the research and studies reports.
* Project contributes to the Country office knowledge management process for learning and reflection as well as to documentation of best practices.
* Participate actively in Global and Country office MEAL technical working groups and support projects in adopting up-to-date MEAL standards and procedures.
* Develop tools/methods/database to capture research, monitoring and evaluation, together with FOCUS Project Manager, National MEL Manager and FOCUS Field Facilitator
* Undertaking specific research and data collection on aspects we seek to review and strengthen our Resilience and Livelihoods approaches
* Supporting data collection, ensuring all data are gender disaggregated, appropriately captured and stored in a timely manner, including regular field visits to monitor processes and outputs.
* Analysing data and collaborate with the rest of the Resilience and Livelihoods team – and stakeholders – to discuss orientation of the intervention and to evolve approaches
* Responsible for Harvesting and documenting key learning points from project activities coordinating knowledge capture, as well as appropriate dissemination. This includes facilitating learning reviews and document lessons for internal/external sharing and cross-learning, contribute to sectoral learning events with global advisors and consultants.
* Lead the process of baseline, end line surveys, post distribution monitoring surveys and management of responses.
* Monitor reports deadlines and support management with the preparation of donor reports to ensure compliance with key programme indicators and objectives, contribute to accountability to communities and stakeholders.
* Support in the development of improved information management systems and photo gallery within the program
* Build capacity of SHA project staff and partners and relevant government and community partners on M&E related issues.
* Work closely with the SHA National MEAL Manager and be an active member of the M&E technical working group.
* Through the national MEAL working group ensure that project learning is shared.
* Working with the safeguarding focal point for each project, ensure that safeguarding reporting channels are promoted, and community feedback is reviewed and responded to and incorporate into programme implementation.

**Knowledge, Experience and Other Requirements:**

* At least a BSc degree in Economics, Development studies, Human Nutrition, social science, M&E or any related field.
* Strong understanding of M&E systems including logical frameworks, theory of change, and OECD-DAC evaluation criteria
* Experience in designing M&E plans, indicators, data collection tools, and reporting frameworks.
* Experience with both quantitative and qualitative methods; this should include survey development
* Proficiency in data analysis tools such as SPSS, STATA or Excel, as well as digital data collection platforms such as KoBoToolbox, CommCare, ODK, or SurveyCTO.
* Ability to synthesize findings and translate them into actionable learning and adaptive programming.
* Analytical thinking, problem solving and decision-making ability
* Proficiency in Microsoft Office applications, including Word, Excel, ACCESS, and PowerPoint
* Excellent written and verbal communication skills, in English and Chichewa,
* Extensive experience of targeting and working with disadvantaged people in Malawian society.
* Demonstrable understanding of safeguarding risks and mitigating actions.
* Proven ability to work under pressure and meet tight and competing deadlines.
* Strong team spirit and ability to collaborate effectively with colleagues, including demonstrated ability to work in a consortium.
* Good planner and ability to deliver results
* Strong respect and empathy for rural communities, and an affinity to SHA’s mission and values of integrity, dignity and environmental respect.
* Knowledge and experience working with EU-funded programmes will be an added advantage.

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to:

<https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000XXQlb%20-%20Advert%20for%20Monitoring,%20Evaluation,%20Accountability%20and%20Learning%20Officer%20to%20be%20based%20in%20Mulanje%20(77091>)

No hard copies / physical applications will be accepted. **Please note zipped Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 6th May 2025.** Only short-listed candidates will be contacted.

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

* **SHA is an equal opportunity employer.**