**JOB DESCRIPTION**

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| **JD Unique ID** | 78279 |
| **Job Title:** | Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant – Youth in Work Project |
| **Company:** | Self Help Africa |
| **Location:** | Kano State |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period:** | 2 years (subject to donor contract) |
| **Remuneration:** | ₦4.8m to ₦6.5m annual gross |
| **Reports to:** | Senior Officer, Monitoring, Evaluation, Accountability and Learning |
| **Organisation overview:** | **About Self Help Africa**  Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.    In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.  Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi’s largest micro-finance provider.  Our three core values are:  ▪ Impact: We are accountable, ambitious and committed to systemic change.  ▪ Innovation: We are agile, creative and enterprising in an ever-changing  World.  ▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Project description** | SHA is partnering with the World Food Programme to implement the **Strengthening Food Systems project to Promote Increased Value Chain Employment Opportunities for the Youth in Kano State**. The project aims to strengthen food systems that promote increased value chain employment opportunities for the youth; sustaining and improving on-farm and off-farm job opportunities for 50,000 young women and young men engaged in the different nodes of sorghum, millet, soya bean, groundnut, and horticulture value chains.  The project will focus on capacity building interventions for existing enterprises, using this as an avenue to create employment opportunities for youth and women in Kano State. |
| **Job Purpose:** | SHA is looking for a Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant who will support the implementation of MEL activities in Kano state with support from the MEAL Coordinator. The Assistant will ensure effective monitoring of project outcomes, promote data-driven decision-making, and strengthen accountability to stakeholders. |
| **Key Responsibilities:** | **Monitoring and Evaluation System Implementation**   * Support data collection, analysis, and reporting in the Kano state. * Support the adaptation and implementation of Monitoring and Evaluation (M&E) tools in collaboration with the MEAL Coordinator. * Conduct regular field visits to monitor project activities, process monitoring and verify data accuracy. * Assist in developing and refining project indicators and log frames.   **Data Management and Reporting**   * Maintain up-to-date and accurate project databases. * Analyse data to generate weekly and monthly reports for internal and external stakeholders. * Provide timely feedback to the project team to inform implementation adjustments. * Report output indicators monthly on SUDACOM.   **Stakeholder Engagement and Capacity Building:**   * Train enumerators and field staff on M&E tools and protocols. * Coordinate with local stakeholders, including community groups and government agencies, to ensure alignment with project goals. * Support the establishment and management of feedback and complaints mechanisms.   **Learning and Adaptation:**   * Facilitate periodic reflection sessions to evaluate project progress and challenges. * Document and share lessons learned and best practices to improve project delivery. * Contribute to strategy reviews and the design of future projects.   **Transparency, Compliance and safeguarding**   * Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA’s zero-tolerance approach to fraud, bribery and corruption. * Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities. * Provide support to establish feedback, complaints and response mechanism across communities of implementation to ensure programmatic and operational decisions are informed by local perspectives and priorities, and contribute to the protection of program participants at the LGA level.   **Accountability**  In line with Self Help Africa’s commitments under the Core Humanitarian Standard (CHS), the job holder will:   * actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E). * work with relevant colleagues to ensure that the Community Feedback and Response Mechanism (CFRM) is functional and accessible, that feedback and complaints are welcomed and addressed. * work with relevant colleagues to ensure that information about CFRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities. |
| **Key Relationships:** | **Internal: Internal:** Global M&E**,** Programme, Monitoring Evaluation Accountability and Learning, Finance & Admin, Procurement, HR & Admin, Security and Communications teams**.**  **External:** WFP, MCF M&E teams and other stakeholders. |
| **Knowledge, Experience and Other Requirements** | **Educational qualifications and requirements:**   * + University degree in Statistics, Social Sciences, Development Studies, or a related field.   + 2 – 4 years’ work of experience in an M&E/MEAL or research role, preferably in an INGO.   + Familiarity with the local context and communities in Kano State.   **Experience and Skills:**   * + Experience working in rural areas and engaging with diverse stakeholders.   + ICT operation, and proficiency in MS Office. * Proficiency in M&E tools and software (e.g., Kobo Collect, DHIS2, CommCare). * Strong skills in data analysis and reporting using tools like SPSS, R, or STATA. * Experience in participatory evaluation techniques. * Excellent coordination skills (and ability to coordinate several tasks at once and managing priorities) * Effective communication, problem solving and decision-making skills * Networking, facilitation and mobilisation. * Organisational development * Reporting and documentation   **Desirables:**  **•** Gender and intercultural sensitivity .  • Positive outlook and team spirit.  • Adaptable and responsive disposition relative to the demands of the Project.  • Women are strongly advised to apply.  **Language Requirements:**  Excellent written and oral proficiency in English and Hausa language is required. |

**Application Procedure:**

Fill and send the attached Self Help Africa form and send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

Email title must be same as the position you are applying for and the location of the position

The deadline for this application is **23rd July 2025.** You are advised to apply early, as applications will be treated on roll-in basis. Only shortlisted candidates will be contacted.

*All candidates offered a job with Self Help Africa will be expected to sign our* [*Safeguarding Policies*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf) *and* [*Code of Conduct*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) *as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer**