

JOB DESCRIPTION

JD Unique ID	97908
Job Title	MEAL INTERN
Company/Employer	SELF HELP AFRICA
Location	LILONGWE
Contract type	SHORT TERM CONTRACT
Reports to	WASH PROJECT MANAGER
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. About the Project This project aims to strengthen the sustainability of Water, Sanitation and Hygiene (WASH) services in 45 primary schools with P-Class learners across Nsanje, Dedza, and Salima districts in Malawi by piloting a contextualised Three Star Approach for WASH in Schools. Building on existing WASH infrastructure, the project will improve daily hygiene practices, establish sustainable operation and maintenance (O&M) systems, strengthen school and community ownership, and enhance district-level monitoring and accountability. Implemented by Self Help Africa in partnership with UNICEF, WASHTED, district authorities, and government ministries, the project will support schools to progressively

	achieve One Star, Two Star, and Three Star WASH standards through supervised handwashing, improved sanitation and menstrual hygiene management, school-led O&M financing, and institutional capacity building. By embedding the approach within existing government and community structures, the project seeks to improve children's health, attendance, and learning outcomes while generating evidence for scaling up sustainable school WASH management across Malawi.
Job Purpose	The Monitoring, Evaluation, Accountability and Learning (MEAL) Intern will support the implementation of monitoring systems and tools that promote evidence-based decision-making and effective programme management. The intern will assist with data collection, data quality checks, reporting, and knowledge management to support WASH and climate resilience projects. Working under the supervision of the WASH Project Manager and in close collaboration with the Deputy WASH Programme Manager and National MEAL Manager, the intern will contribute to monitoring programme performance, documenting lessons learned, and strengthening accountability and learning processes..
Key Responsibilities	• Develop tools/methods/database to capture research, monitoring and evaluation, together with WASH Project Manager, National M & E Manager, and Key WASH member at national and global level. • Undertaking specific research and data collection on aspects specific to School WASH and supervision of the Project Manager. • 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 WASH team – and stakeholders – to discuss orientation of the intervention and to evolve approaches • Responsible for updating, implementation and oversight of the “Rural Water maintenance projects” frameworks with project stakeholders and WASH teams. • Responsible for Harvesting and documenting key learning points from pilot 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. • Support the process of baseline, end line surveys, service’s satisfaction surveys and final evaluations and management 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 • Through the national MEAL working group ensure that project learning is shared.

Key Relationships	Internal: WASH Project Manager Deputy /WASH Program Manager WASH Field Facilitators Project Accountant Stores and Administration Officer MEAL coordinator National MEAL Manager External: Local Partner District Council
Qualification	• Bachelor's degrees in fields like Statistics, social science, International Development, M & E or any related field.
Knowledge, Experience and Other Requirements	• Experience with both quantitative and qualitative methods; this should include survey development • Practical knowledge and experience in use of a wide range of M&E tools including participatory methodologies and use of statistical packages like mWater, Kobo, GIS platforms, SPSS, ACCESS, STATA. • Analytical thinking, problem solving and decision-making ability • Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint • Excellent written and verbal communication skills, in English and Chichewa, • Demonstrable understanding of safeguarding risks and mitigating actions. • Proven ability to work under pressure and meet tight and competing deadlines. • 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.

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.

All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct 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.



Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

Self Help Africa strives to be an equal opportunities employer