A logo for a company

Description automatically generated

*Join Our Team*

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

Self Help Africa (SHA - formerly United Purpose) 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 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, however our Malawi programme is by far and away our largest and most established country programme. SHA currently operates in 17 districts in Malawi, supporting 24 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, Accountability and Learning (MEAL) Officer is 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 is responsible for coordinating monitoring, evaluation, research, and knowledge management related to sustainable rural water supply services, Market based sanitation and other WASH pilots. The MEAL Officer will be reporting to the Pipeline Project Manager while working very closely with Deputy WASH Program Manager and other MEAL Officer.

**General duties and responsibilities:**

* Develop tools/methods/database to capture research, monitoring and evaluation, together with WASH Project Manager(s) and WASH global advisor / global WASH technical officer for pilot-related WASH activities
* Undertaking specific research and data collection on aspects we seek to review and strengthen our WASH 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 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 adivsors and consultants.
* Lead 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
* Build capacity of SHA project staff, and relevant government and community partners on M&E related issues.
* Work closely with the SHA National Monitoring, Evaluation and Learning 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.

**The successful candidate will have:**

* At least a BSc degree in water and sanitation, social science, M&E, community development, or any related field.
* Experience with both quantitative and qualitative methods; this should include survey development
* Extensive experience of targeting and working with disadvantaged people in Malawian society.
* 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.

**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=500QD000009w6JB%20-%20Advert%20for%20Monitoring,%20Evaluation,%20Accountability%20and%20Learning%20Officer%20to%20be%20based%20in%20Dowa%20(57773>)

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 March 2024.** 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.**