MEAL Coordinator Iraq

Arbeitsort
Sulaymaniah
Stellenbeschreibung

arche noVa - Initiative for People in Need is an independent, non-religious, non-profit and non-governmental organisation (NGO) from Germany working in the fields of humanitarian aid, rehabilitation and development. The primary focus of our activities lies in Water, Sanitation and Hygiene (WASH).

The organisation is based in Dresden, Germany, and is a member of Aktion Deutschland Hilft (ADH), the alliance of German aid organizations.

In Iraq, arche noVa has been active since September 2013 in northern Iraq / Kurdistan implementing projects, both in and out of IDPs / refugees camps, in the Diyala and Kirkuk Governorates. In country, our main sector of operation is WASH, with a strong focus on hygiene awareness and rehabilitation. We are currently expanding that to a community focused holistic approach including agriculture and livelihoods. For the implementation and coordination of arche noVa’s country programme we are looking for a

MEAL Coordinator Iraq

The responsibilities of the MEAL Coordinator will include predominantly the establishment of the MEAL department structures and processes. Central to this is building the MEAL team and the staff’s capacity with regard to a new project focused on transitional aid as well as support the existing humanitarian projects.

The MEAL Coordinator Iraq is based in Erbil / Sulaymaniah with frequent travel to the field offices in Diyala and Kirkuk and their respective project sites. The position reports to the Head of Mission and oversees the MEAL Officer at the coordination office, as well as two MEAL Assistants in the field offices.

Position to be filled: 1st of July 2020 (depending on donor response and as soon as COVID-19 restrictions allow travel) – fixed term 6 month employment contract.

Einsatzzeitraum
1st of July 2020 until 31st of December 2020
Aufgaben

The MEAL Coordinator will be responsible for:
Technical Leadership and Systems Development
• Support the process of implementation of the country strategy through the development of strategy realization plans & establish measurement processes, with clearly outlined Key Performance Indicators (KPIs) and methodologies;
• Take leadership in the development of the overall MEAL system and ensure synergy between the different M&E, humanitarian accountability & learning processes;
• Develop the overall MEAL system based on cost-effective approaches, sustainable processes and local capacity.

Capacity building & management
• Ensure all MEAL staff supervised by this position are guided, mentored and their capacities built in order to deliver high quality outputs;
• Ensure all relevant arche noVa frontline & technical staff are assisted in strengthening their understanding of MEAL concepts & competencies and are equipped with knowledge, tools and resources to support MEAL functions at project and programme level;
• Ensure management of day-to-day M&E tasks as well as surveys are completed with appropriate resources, proper planning and to the highest standard required;
• Support other tasks as required by the arche noVa Head of Programmes.

Design, Monitoring, Implementation & Reporting
• Ensure all projects have well-defined cost-effective M&E, accountability & information management processes in place, aligned to the country-level MEAL framework;
• Ensure the effective functioning of the MEAL system, present MEAL findings at internal meetings and inform decision making of project management & senior management;
• Identify and design innovative practices to improve efficiency and effectiveness in M&E, accountability, information management and general project management;
• Establish methods and ways for beneficiaries and partners to have constant access to information about arche noVa’s programmes and to channels that can process complaints & feedback with confidentiality and appropriate responses within predefined standards;
• Help build capacity within the MEAL team with regard to visibility activities such as storytelling and the reporting of interesting MEAL findings.

Project evaluations & learning
• Establish a learning culture within the organization to document learnings
and best practices for ongoing and future programming;
• Establish a framework for regular project and programme level evaluations in such a way that recommendations are used to inform future programming;
• Establish a system where MEAL related data, reports, and records are clearly organized archived in a central location for future reference.

Accountability, Coordination and Quality Assurance
• Together with the Head of Programmes, establish measures to ensure that the humanitarian accountability system across the arche noVa Iraq programmes uphold and mainstream i. information sharing, ii. consultation, iii. participation & iv. complaints and response of affected people;
• Help establish clear communication & strong coordination channels between the MEAL team and the arche noVa Head of Programmes;
• Support the technical project staff in developing project specific quality benchmarks.

Voraussetzungen
• A relevant College or University degree in the field of social sciences, statistics, development studies or related disciplines;
• Minimum of 5 - 7 years demonstrated MEAL experience in WASH, livelihoods, agriculture, Cash for Work and Community Engagement, especially in international emergency and development contexts;
• Proven experience in establishing a fully functional MEAL system, leading surveys (mixed--methods approaches) from designing to report writing, thorough knowledge in quantitative and qualitative data collection methods and analysis, experience in writing technical MEAL reports and thorough knowledge of humanitarian and development operations coordination, cluster operations and major donor M&E requirements is essential;
• Proven experience in local staff capacity building;
• Fluency in English (written and oral);
• Demonstrated experience in programme and human resource management;
• Ability to effectively lead an intercultural team;
• Flexibility, ability to work under stress, and the capacity to meet tight deadlines.

Desirable:
• Experience with open source GIS systems (such as QGIS);
• Language knowledge in German, Arabic and/or Kurdish;
• Experience in implementing and managing Complaint & Feedback
Mechanisms;
• Working experience in the MENA and awareness of the Iraqi humanitarian, development, security and political context;
• Knowledge of Donors (like BMZ, UN OCHA Pooled Based Fund, ECHO).

Wir bieten
• A competitive salary according to an internal salary scale;
• International health and hazard insurance;
• Accommodation in the arche noVa guesthouse;
• 2.5 days leave per month (15 days per 6-month contract)

Bewerbungsschluss
Sonntag, 31. Mai 2020
Kontakt

Please send your CV and Cover Letter with the Subject “MEAL Coordinator Iraq” as one pdf document to Ms Pretsch: bewerbung [at] arche-nova.org

Please answer the following questions:
• What are your salary expectations?
• Why you want to work in Iraq?
• Why would you be suitable for this position?

Incomplete applications will not be considered in the selection process.

Further information: www.arche-nova.org

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Wir freuen uns auf Ihre Bewerbung.