

POSITIONS ANNOUNCEMENT
Rwanda Country Programme, Kigali Rwanda

BACKGROUND:

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We work together, with partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. Save the Children works in seven regions in Rwanda with a current staff complement of approximately 50 staff. SCI Rwanda Country Office seeks to hire qualified, committed and experienced national to fill the following position;

Job Title: Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator for CP/CRG Programme.

Location: Kigali

Grade: 3 position

PURPOSE OF POSITION:

The MEAL Coordinator, under the lead of the Senior MEAL Specialist, will be responsible for ensuring effective implementation of the Monitoring, Evaluation, Accountability and Learning system of CP/CRG programme. Key areas include a) Implementation of the organisation's Monitoring, Evaluation, Accountability and Learning (MEAL) systems; b) assisting in the compilation and analysis of program data and learning; c) assisting in the provision of technical assistance in designing and implementing studies, research, surveys and evaluations, d) set-up and implement accountability to beneficiaries mechanisms, monitor programme quality, raise red flags and support programme learning.

KEY AREAS OF ACCOUNTABILITY:

1. Planning and Reporting

- To participate into programme development and planning activities
- Lead the MEAL roll out plan within the CP/CRG programme
- Compile and provide required data for reporting to donors and SCI requirements

2. Quality Monitoring

- Work closely with the programme team to develop Programme Quality Benchmarks
- Use process, output and outcome level quality Benchmarks as reference to undertake field monitoring visits, focusing on program quality aspects, discuss with relevant staff and share reports with relevant colleagues
- Work with the programme team to develop data collection tools

3. Management Information System

- Manage the MIS system and ensure quality data is collected
- Compile and analyze quantitative and qualitative program data and contribute into subsequent reporting at the program level;

4. Accountability

- Support the programme team to set up Complaint and Response Mechanism to respond to complaints/concerns/feedback from beneficiaries

- Receive accountability data from field, analyse it and share with the Country office. Compile and analyze data on monthly basis and share it with program teams at various levels.
- Maintain the Complaints and Response Mechanism database

5. Evaluations and Research

- In collaboration with the Senior MEAL Specialist, coordinate evaluations and research activities and ensure effective child-focused data collection.
- Supervise the development of data collection tools proposed for evaluations activities
- Provide orientation/training to MEAL/program field staff time to time.

6. Learning

- Document good practices, lessons learned and feedback captured from programme participants (adults and children) to influence and guide the design and implementation of our programmes - (action research);
- Organize learning events and workshops for program units to document lessons learnt, good practices and areas of improvement;

7. Capacity Building

- Provide guidance and build capacity, where required of the relevant staff and partners

JOB REQUIREMENTS:

- University degree in statistics or relevant social sciences, with M&E skills,
- At least three years M&E experience working in planning, monitoring, evaluation and Accountability in an NGO setting
- Proven experience in conducting evaluations/research or leading evaluation/research teams
- Proven experience with quantitative and qualitative data collection and analysis
- Ability to lead and drive the organization towards more action-research focused and child-centred integrated programming by using participation and listening to beneficiaries, including children, as one of the main mechanisms for programme implementation
- Strong capacity and creativity in leading and facilitating participatory methodologies to meaningfully engage beneficiaries and receiving their feedback, including children

REQUIRED SKILLS AND BEHAVIOURS FOR ALL THE POSITIONS (our Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Future orientated, thinks strategically and on a global scale

Collaboration:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally.

Creativity:

- Develops and encourages new and innovative solutions
- Cuts away bureaucracy and encourages an entrepreneurial approach

Integrity:

- Honest, encourages openness and transparency, builds trust and confidence
- Displays consistent excellent judgement

Interested candidates should send an application letter plus updated Curriculum Vitae in English, including 3 names of professional referees to: HR-Rwanda@savethechildren.org before **8th DECEMBER, 2014**.

Please mention “**MEAL COORDINATOR**” as subject of your mail.

***Note that only shortlisted candidates will be contacted.**