

POSITION ANNOUNCEMENT
Save the Children International Programme, Kigali Rwanda

Background:

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Description:

Save the Children Rwanda is seeking a MEAL Officer. Under the direct supervision of the Education Programme Manager and in close collaboration with the Senior MEAL specialist, the MEAL Officer will be responsible for the front-line overall support to Gicumbi Field Office while ensuring effective implementation of the Monitoring, Evaluation, Accountability and Learning system of Save the Children Rwanda Country programme. The MEAL Officer will be based in Gicumbi. This is a grade 4 position.

Key Functions:

- Support the project staff in the development and implementation of Save the Children's Monitoring, Evaluation, Accountability and Learning (MEAL) systems;
- Assisting in the collection, entry and compilation and first-step analysis of program data and learning findings;
- Supporting Gicumbi Field Office by providing project-level technical assistance during the design and implementation of studies, research, surveys and evaluations;
- Supporting in the setting up and implementation of accountability to beneficiaries mechanisms, monitor programme quality, raise red flags and support programme learning while contributing to transparent and robust reporting

Key Areas of Accountability:

Child-focused M&E, Learning and Accountability:

- Support the Field Office program planning, evaluation and review meetings
- Support in the compilation and analysis of quantitative and qualitative program data and contribute into subsequent reporting of Gicumbi Field Office;
- Be involved in monitoring and reporting upon key learning questions and foster learning based on best practices;
- Under close support of MEAL Specialists, develop/ adapt and administer performance-monitoring tools to track child-focused program indicators in line with the program implementation plan.
- In collaboration with the MEAL Specialists and Program Manager, lead the compilation of progress reports for management purposes in line with the implementation plan, Save the Children Rwanda and donor requirements.
- Prepare and submit quarterly project-level MEAL data;
- In collaboration with MEAL Specialists, support in the coordination of research field activities and ensure effective child-focused research.
- Under the support of the MEAL Specialist, manage the project database and ensure quality data is collected

- Document good practices, lessons learned and feedback captured from programme participants (adults and children) to influence and guide the design and implementation of Save the Children programmes - (action research);
- In collaboration with MEAL Specialists, support Gicumbi LB staff in ensuring children's participation, reporting back to children, and child-led MEAL.
- Support the development of programme accountability tools and complaints handling mechanisms for Gicumbi office, and manage the Complaints and Feedback Tracker.
- In collaboration with MEAL Specialists and LB Education PM, promote a culture of lesson learning within LB programme
- Support LB Programme staff to develop consultations with children and key stakeholders during country annual and country strategic planning process
- Perform regular field visits to ensure the quality of data collected by Program staff and to verify the accuracy of reported data
- Lead the identification and documentation of success stories and case studies on a regular basis
- Ensuring minimum quality standards are met within the project

Capacity building:

- With the support of the MEAL Specialists, identify capacity gaps and collaborate to build the capacity of the program staff to ensure smooth implementation of quality and effective
- MEAL systems Collaborate with LB program team, Umuhuza staff and other stakeholders on performance monitoring, evaluation, Learning and Accountability according to the Implementation Plan
- Ensure children's participation in program monitoring and evaluation.

Essential Qualifications:

- University first degree in statistics, education 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 with quantitative and qualitative data collection
- 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 (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

Ambition:

- Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

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 12th May, 2014.

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