



We build strength, stability, self-reliance and shelter.

Job title: Senior MEAL Specialist

Habitat for Humanity International (HFHI) is a global, nonprofit, Christian housing organization founded in 1976. Habitat for Humanity has helped more than 29 million people meet their affordable housing needs in more than 70 countries around the world. Our vision is of a world where everyone has a decent place to live. We work toward our vision by building strength, stability and self-reliance in partnership with people and families in need of a decent and affordable home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families build better lives for themselves. Through shelter, we empower.

When you join Habitat for Humanity you are not only joining a global organization, but a diverse team of over 800+ people who value;

- **Humility:** We are part of something bigger than ourselves
- **Courage:** We do what's right, even when it is difficult or unpopular
- **Accountability:** We take personal responsibility for Habitat's mission

We invite you to [visit our website](#) to learn more about us and how we work.

Your role:

Located in Pretoria South Africa, as a **Senior Monitoring Evaluation, Accountability and Learning (MEAL) Specialist**, you will adapt and implement MEAL guidelines and tools throughout EMEA and provides support with organizational MEAL and related standards. You will support the improvement of program and project efficiency and effectiveness, decision making and learning during the project life cycle through Monitoring, Evaluation, Accountability and Learning. In carrying out your work as the senior MEAL specialist, you will interact with other Area Offices (AO), National Offices (NO) and Head Quarter (HQ) staff, partner organizations and contracted subject matter experts.

Performance Objectives:

Planning and coordination

- Adapt and continue to develop MEAL methodology, approaches and tools, and provide support and guidance to area office and national organization staff to ensure their proper use
- In collaboration with program/project teams supports the development of AO, NO, and project capacity to ensure that MEAL standards and good practices are properly integrated in all phases of the project life cycle
- Provides support to all assigned NOs and projects to ensure all assigned NOs and projects meet HFHI MEAL standards and good MEAL practices.

Technical support for MEAL policy, standards, procedures and tools implementation

- Participate in program/project design and proposal writing in the areas of theory of change, log frame design, MEAL plan and budget development
- Advise and support program/project teams on quality data gathering and analysis to facilitate informed program and project design

- Provide research, planning and evaluation guidance and tools for the implementation of new / pilot housing programs, and assist NOs in research and analysis for the development of new programs as requested
- Support program/project teams to set up accountability mechanisms to beneficiaries and community members. Review the responsive use of accountability mechanisms, data and responses
- Support and follow up on research, evaluations and learning events to document lessons learned and best practices from interventions. Prepare or review terms of reference for external evaluators and coordinate collaboration with them.

Knowledge management, reporting and learning

- Support HFH National organizations in the use of HFH metrics tools and data reporting, review project data collection and reporting (Global Metrics Tool and related) for data quality and make recommendations for improvement
- Oversee the implementation of data management tools for process and quality improvement
- Conduct analysis of project and program results to support evidence-based program decision making and program quality improvement, using appropriate software as necessary
- Ensure that analysis of evaluation findings and recommendations feedback into improved program quality, evidenced in subsequent program designs.

Capacity development

- Coordinate NO capacity assessments and review of MEAL systems to identify process, systems and capacity gaps
- Support NOs in the development of MEAL process, system and capacity building plan
- Support the capacity development of NO program staff in the areas of MEAL (for assigned NOs) as part of the global MEAL roll out plan
- Develop materials and facilitate learning events that build capacity through MEAL and project management.

Collaboration

- Participate in HFH relevant communities of practice and collaborate with counterparts within HFH network as required.
- Establish an external network of organizations and individual experts for joint projects and contractual work.

Perform other duties as required by the supervisor for achieving program effectiveness

About you:

To thrive as a **Senior MEAL Specialist** at Habitat for Humanity EMEA, you:

- Have a Masters degree in Development studies, especially in the social sciences, or program evaluation areas
- Have specialization/certificate in Monitoring and evaluation
- Have minimum 5 years of experience in a similar position, preferably with a development organization

- Have in-depth knowledge and experience in monitoring and evaluation, accountability, learning, research and evaluation methodologies, standards and practices (preferably in relation to human / social development or housing and human settlement).
- Understand contemporary trends and innovations in MEAL
- Have project management experience
- Have demonstrated experience with qualitative and quantitative data analysis and statistics.
- Are proficient in MS Office (Outlook, Word, PowerPoint, Excel)
- Are familiar with statistical packages, qualitative data analysis software and IT applications to support MEAL and knowledge management
- Are fluent in written and spoken English
- Have adult training and facilitation skills
- Have demonstrated ability to work effectively within a multi-cultural team
- Have maturity to work independently with little supervision
- Have strong analytical and critical thinking skills
- Have good organizational skills including accuracy, consistency, and attention to detail
- Have excellent written and verbal communication skills
- Are willing to communicate and affirm the Christian roots and principles of HFHI
- Take seriously your ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work.
- Are willing to travel up to 25% in the field and work with communities, National Offices, and partnering organizations within EMEA.

Benefits:

We have a benefits package that invests in our employee's long-term personal and professional growth and well-being. Here's a sample of what that includes:

- Work-Life balance: 40 hours a week with Alternative Working Schedule providing some degree of flexibility on how long, where, and when you work.
- Education, training and tuition assistance: Training and professional development in the field is offered.
- Opportunity to work for an International NGO contributing to eliminating poverty around the world and work in international development.
- And much more!

How to apply:

Submit your CV along with a letter of motivation to emeahr@habitat.org. Kindly quote the title of the vacancy in the subject of the email.

Closing Date for Applications is 15th January 2020

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.