

## JOB DESCRIPTION

Job Title	Project Officer, MEAL and Information Management
Grade	Scale 6
Department	Operations Department, Action Against Hunger UK
Reports to	Head of MEAL Services
Job Location	Action Against Hunger UK, North Greenwich London
Duration	12 months to 31 <sup>st</sup> August 2020
Working Hours	37.50 hours per week
Salary Band	£28,538 - £30,201

## JOB PURPOSE

About Action Against Hunger UK's Monitoring, Evaluation, Accountability and Learning Services

We believe that all people deserve to have their needs met and dignity protected when disasters strike. We also believe that the humanitarian sector suffers from some chronic issues that affect our ability to learn, adapt, iterate and change efficiently and effectively. Better quality and more accountable humanitarian preparedness and response requires better, easy-to-use evidence that is accessible to all key stakeholders to inform their decision-making. At Action Against Hunger UK, we have designed monitoring, evaluation and knowledge and information management (KIM) systems to maximise uptake and impact of evidence to enable learning to happen. Ultimately, we will know we have succeeded if these systems contribute to better outcomes for affected people, if evidence moves to action. That's what makes us tick.

Within the Operations Department we have a team of specialists who provide [MEAL Services](#) with a strong Knowledge and Information Management focus to efficiently capture and share learning from humanitarian and nutrition programmes by providing clear definitions of processes, supporting these with the appropriate technology and ensuring that all persons are actively involved.

About the role

The MEAL and Information Management Project Officer is an exciting role within the Operations Department at Action Against Hunger UK. Sitting within the MEAL team they will provide support in implementing assessment, monitoring, evaluation and learning services across the Operations Department for a variety of stakeholders.

This person will play an integral part in knowledge and information management of MEAL Global Products, humanitarian response projects and nutrition projects, and deliver key learning outcomes as a part of a passionate team of practitioners.



They will apply keen and creative analytical skills, bring fresh perspectives and new ideas, enjoy a flexible and adaptive working environment and come with a positive, 'can do' attitude. They will work closely with a number of teams to provide support and advice on monitoring, evaluation and learning across a number of programmes.

The Operations Department at Action Against Hunger UK envisions a more effective humanitarian and nutrition sector, able to evidence effectively and adapt efficiently to meet the needs of those affected or at-risk of disasters and hunger. The Project Officer, MEAL and Information Management will contribute to making this possible.

### Key Duties and Responsibilities

#### 1. Support knowledge and information management that leads to better evidence

- To support in implementing efficient and effective knowledge and information management strategies, improving accessibility of information for decision-makers and other key users as well as data visualisation
- To support external humanitarian and nutrition project leads to understand and implement MEAL requirements and provide guidance and/or support calls to new project leads
- To help ensure compliance with sector-wide humanitarian standards in monitoring, evaluation and learning

#### 2. Implement evidence collection and analysis activities that leads to better action

- To design methodologies to collect, collate and analyse data from humanitarian interventions, ensuring sufficient quality of evidence is captured, and present findings in different ways for different audiences.
- To research and write case studies and learning summaries, and support the production of reports when required
- To manage and improve key databases, tracking KPIs and producing data visualisations (infographics) in a timely manner

#### 3. Contribute to the ongoing and future development of the Monitoring, Evaluation, Accountability and Learning Services

- To aid in developing and piloting new evidence approaches by processing and synthesising different types of evidence
- To work with peers to constantly review and improve existing approaches and systems, bringing creativity and innovation to our approaches to evidence based humanitarian action, and being confident in making recommendations to key stakeholders (internal and external) and taking them forward.
- To actively develop and seek out new ideas and opportunities for the evidence to action team to engage, inform and support in increasing the effectiveness and efficiency of the humanitarian and nutrition interventions. Being proactive in generating new ideas, concepts and initiatives, and championing them with key stakeholders in order to get them up and running.
- To build stronger relationships with internal and external humanitarian stakeholders, being an active part of shaping Action Against Hunger's approach to



humanitarian intelligence and the structures and ways of working that we put in place in order to be able to do this.

- To identify humanitarian intelligence needs and gaps and to design and deliver methodologies and projects to address them.

#### 4. Support MEL administration duties

- To ensure the smooth running of MEAL processes and events, including planning, preparation, communication, minute-taking and effective follow-up
- To upload data and keep updated databases ensuring they are accessible to key stakeholders
- To provide logistical support for learning events or others as required
- To support the Operations Department in administrative tasks as and when required

## DECISIONS AND JUDGEMENT

- The work may involve responding independently to unexpected problems and situations and has regular access to a supervisor as and when required
- The work can involve international travel, which may include unstable regions

## PERSON SPECIFICATION

### Qualifications / education required

Essential	Educated to degree level, or qualified by experience
Desirable	

### Experience required

Essential	<ul style="list-style-type: none"><li>• Experience of working within a humanitarian, nutrition, international development or similar organisation, or knowledgeable and passionate about key humanitarian sector actors, and issues</li><li>• Experience of working in a decentralised team environment and providing team support</li><li>• Ability to process and synthesise large amounts of information with programming languages</li><li>• Experience with project management</li></ul>
-----------	---



Desirable

- Experience with knowledge and information management and working with databases
  - Research and analytical skills and application of those in information management within humanitarian organisations
  - Ability to write clearly and succinctly, for a range of audiences in English
  - High level of computer literacy
  - Demonstrable skills in creating, establishing and negotiating relationships with various stakeholders
  - Ability to pick up new skills, learn quickly and apply learning as a practitioner
  - Good level of interpersonal skills with a high level of English written and oral communication levels
  - Strong track record of initiative, transparency and accountability
- 
- Demonstrable experience of monitoring and evaluation of humanitarian or nutrition programmes
  - Experience of working as part of a coalition or network
  - Knowledge of Adobe Creative Suite and other design software
  - Experience in setting up information management systems using SQL, Microsoft excel or other relevant and open-source database software

Agreed

Date

August 2019

Authorised

Reviewed on