

JOB DESCRIPTION

Job Title	Project Officer, MEAL and Information Management
Grade	Scale 6
Department	Operations Department, Action Against Hunger UK
Reports to	Global Head of MEAL Services
Job Location	Action Against Hunger UK
Duration	1 Year Fixed Term Contract
Working Hours	Full time, 37.5 hours per week
Salary Band	£28,966 - £30,654 per annum

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.. Within the Operations Department we have a team of specialists who provide Research, Monitoring, Evaluation and Learning Services to an array of external clients as well as the Action Against Hunger network ([MEAL Services](#)). We also have a strong focus on knowledge and information management 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 Project Officer sits within the Operations Department at Action Against Hunger UK. This post sits within the [MEAL Services Team \(external projects stream\)](#), a pool of MEAL experts delivering projects for external clients as well as internally within the Action Against Hunger international network. They will work and support on developing proposals to win and deliver evaluation, research, learning and monitoring projects for external clients, including INGOs, UN agencies,



governments and international donors. They will work with the wider UK MEAL team, external consultants, and data collection/evaluation agencies across the globe. They will apply keen and creative evaluation, research, monitoring and learning methodologies.

This person 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.

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 Evaluations, Research, Monitoring and Learning that leads to better evidence and knowledge management

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 projects working with external clients to understand and implement evaluation, research, learning and monitoring requirements

To help ensure compliance with sector-wide humanitarian standards in monitoring, evaluation, research and learning

2. Support project delivery and implement data collection and analysis activities that leads to better action

To design evaluation, research, monitoring methodologies to collect, collate and analyse data for a range of interventions including humanitarian and nutrition interventions, ensuring sufficient quality of evidence is captured, and present findings in different ways for different audiences

To support the production of reports including case studies and summaries.

To manage and improve key databases, working with relevant team members to produce data visualisations in a timely manner

Support effective delivery of project outputs in line with agreed parameters

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

To aid in developing and piloting new evaluation, research, monitoring approaches

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 external stakeholders (and internal where relevant) and taking them forward.

To find evaluation, research, monitoring and learning opportunities and build stronger relationships with external agencies and stakeholders. Play an active part in shaping Action Against Hunger's approach to business development, intelligence



and the structures and ways of working that we put in place in order to be able to do this.
To identify evidence 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 work with external clients and internal Action Against Hunger network clients to support design, set up and delivery of new projects
To upload data and keep updated databases ensuring they are accessible to key stakeholders
To provide logistical support for projects 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
Will require working with teams and colleagues remotely

PERSON SPECIFICATION

Qualifications / education required

Essential	Educated to degree level, or qualified by experience in evaluations/ research/ monitoring
Desirable	Hold a Masters Degree with a focus on evaluation and/or research

Experience required

Essential	<ul style="list-style-type: none">• Experience of working within a humanitarian, nutrition, international development or consultancy environment• Demonstrable experience of undertaking evaluations, research and monitoring• Experience of working in a decentralised team environment and providing team support• Ability to analyse and synthesise large amounts of data
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Desirable

- Experience with project management
- Experience with knowledge and information management and working with databases
- Research and analytical skills (qualitative and quantitative data)
- 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
- Experience working in a consultancy environment
- Working knowledge of data analytical packages (both quantitative and qualitative)
- Fluency in any of the official UN languages, in particular French/Spanish Experience of working as part of a coalition or network

Competencies required

- **Technical Ability:** Develops evaluation, research and monitoring methods for external funding proposals and delivers these once secured. Ability to contribute to business development.
- **Self Confidence:** Holds themselves accountable for meeting their objectives.
- **Achievement drive:** Sets priorities, identifies needs and plans what must be done.
- **Initiative/Innovativeness:** Seeks out fresh ideas from a wide variety of sources and revises own views when presented with new information. Anticipates outcomes of situations and acts to steer them in the desired direction.
- **Decision Making:** Gathers relevant information before making decisions and consults line managers before taking action
- **Influencing/persuasive:** Obtains agreement through collaboration and effectively selects the appropriate style in any situation.
- **Leadership:** Develops opportunities for the organization and sector and looks for future trends and issues to meet the challenges



- **Change catalyst:** Challenges themselves and others to review and question the effectiveness of standard approaches and is a role model and demonstrates a positive acceptance of change
- **Quality:** Strives to work to the highest quality in all situations and produce the highest quality outputs, through attention to detail and thoroughness
- **Communication:** Is clear and coherent in both writing and verbal skills. Collects data and prepares reports to match the audience.
- **Analytical and critical thinking:** Probes information and assumptions to establish facts and identifies common themes