

VACANCY WITH LINDII PEACE FOUNDATION

LINDII PEACE FOUNDATION (LPF) is a nonprofit non-governmental national organization established in Nigeria in July 2014 with the aim to improve the lives of people through effective and efficient humanitarian and developmental assistance in communities where such supports are essentially necessary within Nigeria. Through international and national networking, LPF provided humanitarian and developmental assistance to individuals, families, schools, Health facilities, and communities in more than twelve (12) states within Nigeria regardless of their ethnicity, political and religious affiliation. LPF fundamentally intervenes in multi-sectoral humanitarian activities majoring in Protection and Nutrition mainstreamed Water Sanitation and Hygiene (WASH) interventions. Other activities include stand-alone Programmes on Nutrition, Protection, Food Security & Livelihood, Education, and Cross-Sectoral areas.

To sustain the Organizational reach (Programmatically and Operationally) the Organization is seeking applicants for the Job title below:

Job Title	MEAL Officer
Job Type	Fixed Term
Qualification	A Bachelor's Degree in Engineering, Public health, or any relevant Course of Study
Experience	Minimum of 3-year experience
Location	Borno, Adamawa and Yobe (BAY) State.

Duty Description:

Carries out baseline, endline, and any survey in collaboration with team members. Deploys tools to monitor the progress of activities ongoing or completed. Develops digital questionnaire for every survey, registration, and assessment to be carried out in camps and host communities makes analysis of data sets, and prepares reports of every survey or assessment carried out in the field to enhance the effectiveness of implementation and to monitor objectives. S/he shall also gather the perception of the beneficiaries and community people on the project progress as well as provide feedback to beneficiaries from time to time including the gathering of Project Means of Verification (MOV). S/he shall also provide technical support to the field volunteers from time to time on community-based monitoring. S/he shall also support reporting project progress against indicators.

Job Description:

- This position reports to the Monitoring Evaluation, Accountability, and Learning (MEAL) Coordinator and is mainly responsible for providing technical support in all areas of monitoring, data collection, analysis, assessments, surveys, and learning activities.
- The MEAL Officer is a part of the MEAL/Program Quality Unit, supporting the implementation of the overall program MEAL system.
- The position holder will work closely with the program team in conducting field monitoring, support capacity-building initiatives, and facilitating the collection of quality data for decision-making (both quantitative and qualitative).
- S/he will coordinate the refinement of Project feedback and accountability mechanisms, promote reflective review practices through learning sessions, track/collect participants' information, conduct regular post-activity and distribution monitoring surveys, coordinate, manage and seldom collect human-interest stories.
- S/he will continually review the practicality and effectiveness of project approaches and suggest modifications as necessary of the MEAL system

Key Responsibility:

Objective 1: Coordinate Data Collection, Data Quality Management, Analysis and Reporting:

- Participate in the design of programme monitoring and evaluation tools (registers, reporting templates, databases, etc.) to track WASH, Nutrition, FSL, GBV, Education and Child Protection
- In collaboration with LPF staff, ensure timely data collection, compilation and reporting according to programme M&E plan
- Conduct monthly data analysis and prepare monthly Programme Activity Tracking Sheet (PATS)
- Ensure the Programme database is updated regularly

- Support Programme feedback meetings to communities, facilities, and authorities
- Support the MEAL Coordinator in implementing the DQA system including the conduct of data quality assessments according to the M&E plan
- Support the MEAL Coordinator in data management for rapid assessments, situational analysis, surveys, evaluations, and other research as required
- Plan, forecast and facilitate the production and supply of M&E tools and materials to supported sites.

Objective 2: Support Programme Supervision, Monitoring and Evaluation:

- Support the MEAL Coordinator to monitor WASH, Nutrition, FSL, Education and Child Protection projects across all target communities and communicate findings and progress to Program Managers
- Participate in the evaluation of Risk Analysis and MSNA, focusing on data management of evaluation datasets.
- Support the dissemination and use of evaluation and research reports and propose changes for improvement to the LPF Programmes.

Objective 3: Support Documentation, Reporting, Knowledge Sharing and Effective Feedback Mechanism:

- Support coordination of WASH, Nutrition, FSL, Education and Child Protection projects monthly, quarterly, biannual and annual Support and reports as required.
- Participate in the dissemination of program information to communities, children, and other stakeholders through a regular feedback mechanism
- Support the management of the beneficiary complaints and feedback mechanism database
- Update shared drive and project team space with program monitoring documents regularly

Other Compliance Information:

- Eager and required to adhere to LPF's principles and values as well as the promotion of gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety, and staff health and wellbeing principles.
- Ensure that the properties in the place of work are respected and that no damage is caused to them.
- Adhere to implementation standards, LPF ways of working, and the terms of the LPF Code of Conduct; including the commitment to **zero tolerance** on **SEA** and the obligation to report **SEA** cases.
- He / She must not use their position of being engaged in LPF work to gain favours or material advantage.

Selection Criteria Core Competencies

Skills:

- Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff and also able to work with disaster-affected communities in a sensitive and participatory manner.

Communication Skills:

- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of LPF. This includes effective negotiation and representation skills.

Integrity:

- Works with trustworthiness and integrity and has a clear commitment to LPF's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high-security risks, and harsh living conditions. Works and lives in a flexible, adaptable, and resilient manner.

Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessments, particularly in high-stress and high-security contexts.

Work style:

- Is well-planned and organized even within a fluid working environment and has a capacity for initiative and decision-making with competent analytical and problem-solving skills.

Knowledge and skills:

- knowledge of LPF policies and procedures. Requires general information management and telecommunication skills and proficiency in information technology/ computer skills.
- Minimum of 2 – 5 years of humanitarian aid experience.
- Multiple language skills desirable. Graphics technical competencies required for this position
- High level of experience in developing information and communication related technical tools guidelines and systems.
- Qualifications and / or experience in professional information and communication-related fields.
- Strong assessment, evaluation, analysis, and strategic planning skills.
- Knowledge of Humanitarian /Human rights / Refugee Law.
- Basic knowledge of contract employment and experience and skills in recruitment and selection.

GENERAL INFORMATION

For an application to be valid, an applicant's Application letter and CV must contain the following information:

- Name of the Applicant (Must be the same as Name on Bank/Account Information)
- Gender
- Phone Number and/or Email Address and/or Contact address (Residential)
- Nigerian Government-Approved ID Card (Either NIMC/National ID, National Voter's Card, International Passport, or Driver's License)
- Indigene certificate (if Any)
- Birth certificate/declaration of age
- Language proficiency (List the Language and State your Proficiency level)
- Referee (minimum of 2 referees)

Other information

- The contract duration is 6 Months with possible extension upon satisfactory performance
- For an application to be valid, responsive References/Referees should be captured in the application with full and accessible contact information/details.
- Only applicants who scale through the prerequisite conditions will be invited for an interview.
- Interested applicants should submit the hardcopy of their resume, cover letter, and credentials at LPF Maiduguri Office **OR** send via email to meal@lindiipeacefoundation.org as a single file using the **position title as the subject of the mail**.
- All applications should be received on or before CoB **4th July 2024**. The application will be assessed on a rolling basis.