



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	Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant
Job Type	Fixed Term
Qualification	A minimum of Bachelor Degree or Other equivalent qualifications.
Experience	Minimum of 2 years' experience working for a corporate organization. (Previous experience of working with an NGO sector is desirable)
Location	Bama, Borno State.

Duty Description:

The MEAL Assistant will be a part of the MEAL team. He/she will assist the MEAL team with activities, including data collection, validation and entry, aggregating client feedback, identifying key themes and challenges or opportunities to respond to, and presenting these to the management team for a decision on how to respond. S/he will support in coordination with operations and assist in planning field visits and assessments. S/he will also support in ensuring Accountability in supported communities including information sharing, participation and ensuring efficient feedback and response mechanisms.

This position is field based.

Job Description:

Output Monitoring:

- Follow-up on reporting by responsible staff on Output Indicators as per the Monitoring and Evaluation Plan
- Prepare Output Monitoring Report against project Output Project Indicators and provide information on achievement against the indicators
- Make field visits to verify the achievements of Output Indicators Monitoring.
- Organize 75% of the time for field visits to monitor program activities/ interventions against quality benchmark; share monitoring reports in line with preset quality benchmark findings and prepare action plan jointly with the program team.
- Ensure that the monitoring action tracker, & plan tracker have been maintained and updated on time
- Conduct follow-up monitoring visits to materialize action agreed in the action tracker and plan tracker and maintain 'Monitoring
- Action, & Plan Tracker' at the field level
- Crosscheck and verify output monitoring data and share its findings with the concerned program team.

Accountability

- Ensure that all staff in the province fully understand and promote accountability in general and to children in particular through training and coaching.
- Establish an effective functional system for feedback and reporting handling and response mechanisms at the Provincial level with support from the Provincial MEAL Officer.
- Ensure the Program team has shared community sharing tools (pocket calendar with MEAL's information, master flex print, toll-free number, and objectives of the activity/ project) with the beneficiaries.
- Support the MEAL Officer to ensure that the feedback and reporting mechanism issues are addressed on time. → Ensure the feedback and reporting have been timely recorded and sent to the FRM focal Point.
- Conduct preliminary verification and prepare the preliminary report in case of serious nature of feedback/reporting filed by beneficiaries/ communities.

Global Indicators Compilation:

- Provide support in the field to the program team while conducting data collection for Global Indicators.

Evaluation:

- Support program team and consultants in the field while conducting situation analysis study, baseline, midterm, and end-line evaluation.

Monitoring, Evaluation and Data Management:

- Assist with data collection and verification processes as necessary at the project level of Output Indicators, Quality monitoring and FRM (Feedback Reporting Mechanisms).
- Conduct field monitoring visits and ensure the use of the quality benchmarks/ monitoring checklist & work with project teams to develop action plans based on findings.
- Assist with planning, logistics & data collection for project assessments and evaluations

Accountability:

- Responsible for handling documenting, confidentiality, and security of all informational resources related to feedback and complaints from beneficiaries.
- Support Complaints and Feedback Mechanisms, including communicating responses to complainants; liaise with programs and operations to ensure prompt follow-up on feedback and complaints received.
- Support in facilitating participation activities in implementing communities

Knowledge Management & Learning

- Support in the archiving of hard and soft copies of reports, project documents and MoVs
- Support in gathering information for the development of case studies and success stories for the project.
- Support is preparing relevant project reports

Requirements and skills

- Computer literate with experience in the following computer packages; MS word, MS Excel, MS PowerPoint, and MS Access
- Experience in quantitative and qualitative data collection
- Excellent communication skills.
- Problem analysis and problem-solving.
- Proficient in Microsoft Suite & other relevant computer applications.
- Ability to work in a team with flexibility to undertake challenging tasks and adapt to different working conditions.
- Good spoken, reading, and writing skills in English with the ability to produce quality reports.
- Ability to work under pressure often to strict deadlines.
- Fluent in English and Local language (Hausa or Kanuri)

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.

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 3 referees) Other information

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 hr@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 18th October 2024. The application will be assessed on a rolling basis.