

Role Profile

Overview	
Role	MEAL Officer
Main Purpose	Under the supervision of the Director of Programmes, support Monitoring, Evaluation & Learning function by participating in developing data collection tools, data collection, entry, analysis and reporting.
Department	Monitoring, Evaluation & Learning
Location	Kampala, Uganda
Reporting To	Director of Programmes
Key Result Areas	
<ul style="list-style-type: none"> • Regular training of programme staff on correct use of all data collection tools to enable data integrity. • Data entered into hard and soft copy systems correctly and on time to produce timely monthly, quarterly, annual reports. • In collaboration with the MEL Coordinator, reports reviewed, analyzed, and information produced for SMT and Head Office for all necessary monthly and other meetings. • Grant monitoring and evaluations reports and other data collection outside of regular reporting submitted on time 	
Main Duties	
<p>Program monitoring, reporting and evaluation</p> <ul style="list-style-type: none"> • Support program staff to ensure all data (quantitative and qualitative) tools are used correctly and all data is entered into MEL hard and soft copy systems. • Support in the review and analysis of MEL data and reports • Support the production of donor-specific reports and evaluations as required. • In consultation with Director of Programmes, support development of relevant monitoring tools as and when required. • Keep track of training records including number of participants disaggregated by gender & age group. • Generate monthly and quarterly Management Information reports. • Support Lighthouse teams in capturing and entering raw data in monthly Lighthouse templates • Participate in periodic data analysis and reporting trends. • Work with and support Lighthouse teams to ensure that program indicators are tracked through regular field visits. • Review all reports to ensure that data provided is reliable and accurate and that target indicators are met and explanations provided where indicators are not met; • Support trainings organized by program teams and ensure relevant training evaluations tools are developed, administered and results analysed. • Conduct continuous program assessments on prevention and response to Trafficking in Persons and provide constructive feedback to inform quality interventions. 	

- Keep a schedule of internal and donor reporting deadlines and adhere to the agreed timelines

Staff Development

- Participate in identifying MEL capacity needs for the individual Lighthouse and recommend appropriate training needs.
- Participate in building capacity of project staff in relevant M&E topics, including data dissemination and use for program improvement.
- Periodically participate in orienting project staff on new data collection tools and templates.

General Duties

- Understand and uphold the standards outlined in the Hope for Justice Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise
- Undertake all activities in line with Hope for Justice core values of honoring, open, professional empowering, including promoting and advocating these to others.
- Travel to Hope for Justice field operations as and when required.

Soft Skills	Technical Skills
<ul style="list-style-type: none"> • Good communication (ability to explain complex concepts in simple language) • Teamwork • Strict confidentiality (regarding beneficiary information) • Interpersonal skills • Well organised, self-directed, flexible and committed to achieving high standards. • Results-oriented with the ability to be creative and innovative. • High level of integrity, accountability and responsibility 	<ul style="list-style-type: none"> • Strong proficiency with Microsoft Office suite (Word, PowerPoint, Excel, SharePoint) • Database management • Evaluation and donor report writing • Strong qualitative and quantitative data analysis • Facilitation skills

Experience & Education

- Degree in a relevant field, preferably statistics, M&E or IT with minimum 3 years of experience in MEAL within the development context and/or with vulnerable beneficiaries. A certificate in MEAL DPro will be an added advantage.
- Knowledge of and commitment to child friendly and participatory data collection, analysis & reporting
- Knowledge of MEAL systems, data collection methods & tools, storage & analysis
- Adequate experience in data collection, analysis, and reporting methods for evaluation (at least 3 years)