

- Maintain a close working relationship with the HOM and Coordinators to contribute to the delivery of quality outputs in both project planning, re-alignment, review and reporting.
- Focus person for high-quality proposal writing and reporting for all projects in DRC in close collaboration with the HOM, Coordinators and Desk Officer in Berlin.
- Keep relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Contribute to ensuring monitoring systems are in place and that project reviews, audits, evaluations, trainings and capacity building are carried out periodically in conjunction with the HOM, Coordinators, Desk Officer, local stakeholders and project partners, ensuring projects are being developed and delivered with clearly defined strategies
- Finalise and adhere to timelines for all relevant proposals and reports, ensuring their quality as well as timely production and submission to HQ in consultation with HoM and Coordinators in accordance with Johanniter and donor contractual agreements
- Travel to all project sites as required

MEAL system development and implementation:

- Oversee and support HoM and Coordinators in timely implementation of monitoring framework, tools and methodologies, to ensure quality and consistent information is available on programme performance and impact.
- Oversee quality assurance of gender sensitive field data collection, data management, and analysis to include in timely reports.
- Support implementation of baseline, mid-term and end line surveys including the design of appropriate tools
- Contribute to, review and approve reports with qualitative and quantitative MEAL findings.
- Act as focal point for Johanniter's beneficiary counting methodology and lead on the establishment of an improved beneficiary database system (including needs assessment, engaging appropriate technical support, and supporting rollout across the programme).
- Develop ToRs and manage evaluations as per donor and organisation requirements
- Taking part in regular exchange by Skype between all PM&E staff within the Johanniter
- Contributing to the further development of Johanniter PM&E standards

Accountability towards communities and other local stakeholders:

- Develop and continuously update accountability strategy and lead on establishment of feedback and complaint mechanisms.
- Oversee and ensure quality of feedback and complaint mechanisms including timely and adequate response.
- Share accountability findings with programme teams and senior management.
- Support the project team and partners in extracting lessons learnt and good practices, and documenting case studies that demonstrate qualitative and quantitative changes over the period.

Other:

- Support, where delegated, and assist, when needed, the HOM in other tasks as required
- Contribute to country strategy and annual planning with the HOM and Coordinators

Person Specification

Profession/Qualification:

University Degree in a relevant field or relevant work experience in similar position
Relevant work experience in M&E in humanitarian settings.

Experience:

- At least 2 years of experience in project needs assessment, proposal development, logical frame work, and report in the field of humanitarian aid and development cooperation in developing countries with a volatile security context, preferably in Sub-Saharan Africa
- Experience in working with German institutional donors (Auswärtiges Amt, BMZ) and of donor reporting requirements or willingness to learn
- Experience in MEAL in the field of humanitarian aid and development cooperation

- Experience in setting up and managing accountability mechanisms (feedbacks and complaints) both in terms of uptake and data management.

Skills:

- Fluency in English and French with excellent verbal and written communication skills.
- Confident and proficient in the use of MS Office

Terms and Conditions

Start date: Friday, November 01, 2019
Contract duration: definite contract for 1 year (with possible extension)
Remuneration: Between 41.118 € - 43.282 annual gross salary (according to Johanniter AVR-DWBO Annex Johanniter internal tariff and depending on relevant previous working experience).

Benefits:

- Maximum one month salary as annual special payment (depending on length of service within the year)
- Social security provisions (lump sum 375 € per month) (for expats not falling under social security)
- International insurance package
- 29 days annual paid leave
- Yearly home flight (for contracts > 1 year)
- Per diems (for international postings) for days in project country (currently 28€ per day)

Please note that this position is unaccompanied.

Contact and application

Applications for this position (including a cover letter, CV, reference contacts of three former supervisors as well as job certificates if available) should be sent to: staff@johanniter.de. Please indicate "MEAL Coordinator DRC" in the subject line of your e-mail and mention your earliest date of availability.

Only complete applications will be considered. Only short-listed candidates will be notified.

*Please note that during the process of recruitment, selection and appointment, Johanniter requires **background checks (incl. criminal record and reference checks)** to protect the vulnerable and prevent abuse.*

Please be advised, that due to the urgency of the situation, we might start short-listing even before the end of the closing date.

Here you will find the information regarding the privacy policy for Applications: <http://www.johanniter.de/in-dex.php?id=240952>