

**Job description for MEAL Officer (ROD.MOS.036.022025) -
Mosul**

التقييم والمتابعة - الموصل

Position Title	MEAL Officer (ROD.MOS.036.022025)
Location/ Department	Mosul/Nineveh
Contract Duration	10 Months
Reports to	Executive Director
Direct Supervisor of	N/A
Application Email	recruitment@rezanorganization.com
Background:	Rezan is a national Iraqi Non-profit organization established in Iraq with the aim of supporting conflict affected communities and Contributing for a safe, dignified, sustainable livelihoods and environment friendly for vulnerable communities and advocating for climate action
Overall Responsibility	The MEAL Officer oversees all Monitoring, Evaluation, Accountability, and Learning (MEAL) activities to track project progress, assess impact, and ensure data-driven decision-making. They develop data collection tools, conduct surveys, maintain a project database, and establish beneficiary feedback mechanisms. Additionally, they provide training to staff, conduct field monitoring, and ensure data quality and reporting compliance. By integrating MEAL into project planning and staying updated on best practices, they enhance accountability, learning, and overall program effectiveness.
Main Duties and Responsibilities	<ul style="list-style-type: none"> ➤ Oversee monitoring, evaluation, accountability, and learning (MEAL) processes to measure the project's progress and impact. ➤ Develop and implement data collection tools to track project indicators and ensure consistency in reporting. ➤ Conduct baseline and endline surveys to assess project performance and compile findings into user-friendly reports for internal use and donor submission. ➤ Lead data collection, analysis, and reporting efforts, ensuring accurate and timely information for decision-making and program improvement. ➤ Maintain a comprehensive database for storing and managing project data, ensuring data integrity and accessibility. ➤ Establish and oversee beneficiary feedback and accountability mechanisms to ensure community engagement and responsiveness to beneficiaries' needs. ➤ Facilitate training sessions for staff on MEAL tools, methodologies, and best practices to ensure consistency in data collection and reporting. ➤ Conduct regular field visits to monitor activities, assess project progress, and identify areas for improvement.

	<ul style="list-style-type: none"> ➤ Ensure findings from monitoring and evaluations are effectively communicated to project teams, management, and relevant stakeholders to enhance learning and accountability. ➤ Support the development and review of project logframes, theories of change, and MEAL plans in collaboration with program teams. ➤ Ensure data quality through rigorous validation, cleaning, and verification processes before analysis and reporting. ➤ Prepare and submit high-quality MEAL reports, dashboards, and presentations for internal and external stakeholders. ➤ Work closely with program, finance, and operations teams to integrate MEAL into project planning, implementation, and reporting. ➤ Stay updated on best practices and innovations in MEAL methodologies to continuously improve monitoring and evaluation approaches. ➤ Perform any other tasks assigned by the supervisor to support MEAL and program effectiveness.
Requirements	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> ➤ Minimum university degree in social sciences, statistics, monitoring and evaluation, development studies, or a related field. ➤ A minimum of five years' experience in monitoring, evaluation, accountability, and learning (MEAL) or a relevant field. ➤ Strong understanding of MEAL principles, frameworks, and methodologies, including qualitative and quantitative data collection techniques. ➤ Proven experience in designing and implementing MEAL systems, tools, and processes for community-based and humanitarian projects. ➤ In-depth knowledge of project management, performance monitoring, and impact assessment. ➤ Strong analytical and problem-solving skills, with the ability to interpret data and generate insights for program improvement. ➤ Excellent training, facilitation, and capacity-building skills in MEAL approaches for project teams and community stakeholders. ➤ Highly organized, efficient, and able to manage multiple priorities while meeting strict deadlines. ➤ Proficiency in data analysis software (such as SPSS, Power BI, or Excel) and data visualization tools. ➤ Must have excellent oral and written communication skills in English, with proficiency in Arabic and/or Kurdish is a plus. ➤ A flexible, positive, and proactive attitude, with a strong commitment to teamwork and continuous learning. <p>EXPERIENCE AND SKILLS</p> <ul style="list-style-type: none"> ➤ Strong technical writing skills, with the ability to develop high-quality reports, assessments, and case studies. ➤ Demonstrated ability to establish and maintain feedback and accountability

- mechanisms to ensure beneficiary participation and responsiveness.
- Experience in designing and managing surveys, focus group discussions, and participatory assessments.
- Strong interpersonal skills with the ability to work collaboratively in diverse cultural settings.
- Proven ability to communicate effectively with stakeholders, including donors, government agencies, and community leaders.
- Advanced diplomacy, tact, and negotiation skills to manage complex situations and sensitive issues.
- Ability to work under pressure, handle stress, and adapt to changing priorities in challenging environments.
- Strong attention to detail with a commitment to maintaining high standards of data quality and integrity.
- A team-oriented personality with a positive, open-minded, and adaptable approach to problem-solving and relationship-building.

OTHER REQUIREMENTS:

Rezan Organization upholds high standards in all aspects of Safeguarding and condemns all forms of abuse and exploitation, takes a zero-tolerance approach to all abuse and exploitation against children or vulnerable individuals and seeks to ensure that no-one is exposed to the risk of maltreatment by its representatives. In accordance with organisational policy:

- In view of the nature of this role potentially requiring involvement with vulnerable individuals (including situations where there are potential imbalances of power), you will be required to provide both a self-assessment and formal certificate of previous good conduct.
- Professional references will be requested and taken up for the successful candidate.
- All Rezan Organization’s staff are required to sign our Code of Conduct and Child Safeguarding Commitment.

Rezan Organization upholds high standards in Counter Terrorism (COTER) and sanctions regulation compliance. Rezan Organization will conduct a thorough pre-employment background check of successful candidates, including checking through the SDN sanctions lists.

How to Apply

To apply please send your CV to the below email address recruitment@rezanorganization.com with the subject line " MEAL Officer (ROD.MOS.036.022025)."