



JOB ANNOUNCEMENT

Catholic Relief Services (CRS) is looking for a qualified Vietnamese candidate to join our Country Program.

Job title: MEAL Officer
Department: MEAL
Job band: 7
Reports to: MEAL Manager
Location: Hanoi, Vietnam

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary

As a member of the MEAL team, MEAL officer will monitor and report on project monitoring, evaluation, accountability and learning (MEAL) activities in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. His/her thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Roles and Key Responsibilities

The primary role of the MEAL Officer is to work directly with project staff and partners to ensure implementation of high quality MEAL at the field. S/he will be required to support the development of effective MEAL systems and data collection tools; collect data using qualitative and quantitative methods, conduct data entry and analysis, and accompany project staff in doing the same. The MEAL Officer will be dedicated to support CRS' the HMM project and the Inclusion project and other projects of CRS Vietnam as required.

- Support the coordination and implementation of all assigned project MEAL activities as outlined in the Detailed Implementation Plan in line with CRS program quality principles, standards and MEAL policies, procedures, and practices; donor MEAL requirements; and industry good practices.
- Support the development of effective data collection tools for routine monitoring, project databases and reporting formats for existing and new project and the use of information and communication technologies (ICT) for project MEAL.

- Support field-level project MEAL activities and assist project team and partners in their efforts to collect and ensure timely analysis of project data per specified mechanisms and tools. Collaborate with project team to prepare MEAL-related aspects of reports per established reporting schedule.
- Complete project documentation for assigned MEAL activities. Assist with identifying information for case studies and reports on promising practices.
- Support program learning and decision making by posing thoughtful questions, engaging with project data, reflecting upon and sharing with project management the information gathered from community members and partners.
- Ensure appropriate, high quality orientation and training of field staff and partners on project MEAL system and tools, as required.
- Monitor and report any MEAL-related challenges and gaps identified to inform adjustments to plans and implementation schedules.
- Ensure regular informal feedback from beneficiaries and project stakeholders is collected, analyzed, used and recorded

Basic Qualifications

- Bachelor's degree (minimum) in social sciences or other relevant areas
- Minimum of 3 years of work experience in MEAL and NGOs and USAID funded projects
- Additional experience may substitute for some education.

Required Languages

- Fluency in English; excellent written and verbal communication skills in English and Vietnamese

Travel

- Must be willing and able to travel up to 40%.

Knowledge, Skills and Abilities

- Demonstrated skills and knowledge in quantitative and qualitative data analysis and interpretation.
- Observation, active listening skills and ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented

Preferred Qualifications

- Experience or related work in monitoring and evaluation, especially in Health/Disability sector
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint);
- Proficiency with statistical packages such as CommCare, Power BI, SPSS, etc a plus.

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Supervisory Responsibilities

No supervisory responsibilities.

Key Working Relationships

MEAL Manager, Program Managers, Program Teams' members; Administrative and Finance staff

External

Local partners in project sites, PHAD, ACDC, CCRD and other related stakeholders

MEAL Competencies

This position is expected to have *knowledge and ability* and, with guidance, *be able to apply the following competencies in common situations* that present limited difficulties:

- Monitoring
- Evaluation
- Accountability
- Learning
- Analysis and Critical Thinking

In addition, this position is expected to have *elementary understanding* of and to *demonstrate a willingness and potential to learn* about:

- MEAL in Design

- ICT4MEAL
- Management in MEAL

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

Application requirements

Individuals interested in this job are invited to submit your applications via email to Catholic Relief Services at: **recruitment.vietnam@crs.org**

Applications in English should include:

- i) Curriculum Vitae with name and contact information of three references
- ii) Application Letter
- iii) Copies of degrees, certificates

Deadline for submission: 21 February 2022

CRS is an Equal Opportunity Employer