

## JOB DESCRIPTION

<b>Job title</b>	Monitoring, Evaluation, Accountability and Learning Officer (MEAL Officer)	<b>Office</b>	Hanoi
<b>Type of employment</b>	Fixed Contract	<b>Number of recruits</b>	1
<b>Reports to</b>	Livelihood Education Program Manager	<b>Department</b>	Livelihood Education Program
<b>Gross salary</b>	\$900 - \$1100	<b>Grade</b>	
<b>Background</b>	<p>Aide et Action (AEA) (soon becomes Action Education) is an international non-governmental organization working in 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects.</p> <p><b>Our vision:</b> Changing the world through education.</p> <p><b>Our Mission:</b> AEA ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world. AEA's staff operate in the spirit of shared decision-making which demands teamwork, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.</p> <p>Our projects in Southeast Asia started in 2003 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education. In Vietnam, AEA focuses on three main themes:</p> <ul style="list-style-type: none"> <li>• Early Childhood Care and Education (ECCE)</li> <li>• Access and Quality of Education (A&amp;Q)</li> <li>• Livelihood Education</li> </ul>		
<b>Position Overview</b>	<p>The post holder will be responsible for implementing and managing the MEAL system for program themes of AEA Vietnam. The post holder will ensure compliance with the MEAL policy of AEA International. The post holder will work closely with program staff, stakeholders, and beneficiaries to ensure our programs are accountable.</p>		
<b>Core Accountabilities</b>			
<p>The post holder will coordinate data collection and management to ensure the effectiveness and success of programs. The post holder will ensure the quality and accuracy of data provided regarding program progress, outputs, outcomes and impacts of the programs.</p> <p><b>Overall Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Coordinate the implementation and update of the total reach of AEA Vietnam into the Global Program Monitoring and Follow-Up (GPMF) system of AEA International at quarterly basis.</li> </ul>			

- Ensure M&E data is updated regularly with clear supporting documents and evidence, consistent and in line with program goals.
- Track the progress of program achievements and results: conduct periodic or ad hoc tracking of program deliverables and results, identify gaps/problems/risks, and propose measures to reach program targets.
- Participate in the M&E groups, think tanks and/or platforms of the organisation and carry out the international program directions when required.

### **Specific Responsibilities**

#### **Monitoring & Evaluation**

- Review, implement and manage M&E system, including M&E plans, tools, and indicators aligned with program objectives and donor requirements.
- Ensure that M&E works of country programs comply with the international MEAL policy and MEAL system
- Coordinate the collection of the most updated data and feedback from beneficiaries and stakeholders on a timely manner.
- Measure program achievements and results, and keep tracking of all indicator targets and deliverables set in the log-frame and MEAL plan at all result levels (output, outcome, impact).
- Perform other tasks as required.

#### **Accountability & Learning**

- Ensure data is accountable and with evidence.
- Foster a culture of learning and continuous improvement within the organization.
- Strengthen the capacity of AEA and partner staffs in M&E so that they have common understanding of M&E concepts and principles, to be capable to use M&E tools and track target results.
- Preparing data for the regular reports (quarterly, annual) and ad-hoc ones.

#### **Networking**

- Maintain relationships with local partners, beneficiaries and other stakeholders.
- Actively network with relevant working groups, consultants, experts, partners, NGOs and government agencies.

### **Selection Criteria**

<b>Qualification</b>	<ul style="list-style-type: none"> <li>● BA Degree in Social Sciences such as gender studies, community development, international development, sociology, social work, economics, agricultural economics, business administration, or related study.</li> </ul>
<b>Experiences</b>	<ul style="list-style-type: none"> <li>● At least 3 years of experience in a similar position (MEAL Officer)</li> <li>● Experience in development projects, preferably in international development organisations on the following themes: <ul style="list-style-type: none"> <li>– Vocational education and training</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>– Livelihood, Inclusive business/market-based approaches</li> <li>– Early child care and Education</li> </ul> <ul style="list-style-type: none"> <li>● Experience working for projects funded by international donors such as the European Union (EU), French Development Agency in Vietnam (AFD) is preferred.</li> </ul>
<p><b>Other requirements</b></p>	<ul style="list-style-type: none"> <li>● Prior experiences in a fast-paced organisation aiming for results and growth.</li> <li>● Show a strong commitment and passion in development projects.</li> <li>● Sound knowledge of social issues including gender equality, social impact, entrepreneurship, vocational training, career orientation, human rights, etc.</li> <li>● Ability to travel locally when required and necessary.</li> <li>● Good skills in monitoring, evaluation.</li> <li>● Good reporting skill, written and verbal communication, presentation skills in both Vietnamese and English.</li> <li>● Good teamwork skill and ability to work independently with minimum supervision.</li> <li>● Good at time management and working under pressure.</li> </ul>
<p><b>Core Competency</b></p>	<p><b>Basic level in following core competency:</b></p> <ul style="list-style-type: none"> <li>● <b>Working with People:</b> Show respect for the views and contributions of other team members; show empathy, listen, support and care for others; consult others and share information and expertise with them; build team spirit and reconcile conflict, adapt to the team and fit in well.</li> <li>● <b>Communicating Effectively:</b> Effectively share information among others to reach a common understanding, to allowed informed decision-making and as a basis for coordination as well as quick and effective performance across the organisation; is proactive in communicating and keeps the needs of the receiver in mind in particular internal and external stakeholders and clients; follow up on communications; engage in constructive 2-way feedback; listen actively and consult others as required before communicating.</li> <li>● <b>Drive for Results:</b> Set high standards for quality of work; monitor and maintain quality of work; work in a methodical and orderly way; consistently achieve project goals; focus on the need and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm.</li> <li>● <b>Child Protection:</b> Perform the highest standard to ensure child safeguarding in accordance with our Child Protection Policy.</li> </ul>
<p><b>Values and Behaviour</b></p>	<ul style="list-style-type: none"> <li>● Promote and be a role model to support organizational culture, growth, performance and image.</li> <li>● Actively support the organisation's commitment to the principles of Diversity, Inclusion and Equal Employment Opportunity (EEO);</li> <li>● Actively demonstrate the organizational values: <b>Freedom:</b> We respect people's rights</li> </ul>

	<p><b>Respect:</b> We value differences</p> <p><b>Solidarity:</b> We are stronger together</p> <p><b>Equity:</b> We treat people equally</p> <p><b>Integrity:</b> We stand up what is right</p>
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**STARTING DATE:** As soon as possible

**HOW TO APPLY:** The interested candidates who meet the qualifications are invited to send their CV with 3 (three) references and a cover letter to the following address: [hr.vietnam@action-education.org](mailto:hr.vietnam@action-education.org) with the subject title **[AEA-MEAL] Candidate Name**.

**Application Deadline:** 22 October 2024 (The recruitment process may end sooner if we find suitable candidates).

**Note:** This position is for Vietnamese nationals only. Only shortlisted candidates will be contacted for further information and discussion.