

## **Vacancy – Monitoring, Evaluation, Accountability and Learning Officer**

Applications are invited from empathic, creative, self-driven individuals to join our team as the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer, reporting to the MEAL Manager. The MEAL Officer will play a vital role in the proactive dissemination and use of knowledge gained through MEAL activities and learning events as well as support in accountability processes.

### **Essential Duties and Responsibilities**

- Support in the development and implementation, of MEAL frameworks for projects.
- Ensure MEAL practices are inclusive by using diverse data collection methods, engaging all stakeholders, providing accessible feedback channels, and promoting equity in monitoring and evaluation. Track project indicators and oversee timely data collection and ensure data quality.
- Support project teams with required assessments (baseline, mid-term, final evaluations) and using findings for decision-making.
- Promote learning by documenting best practices and lessons learned within teams
- Train staff on MEAL frameworks and tools.
- Contribute to the proactive dissemination and to the use of knowledge gained through MEAL activities among project teams and other relevant departments.

### **Relevant Experience and Requirements**

- Diploma/Degree in Community Development, Monitoring & Evaluation, social sciences or related field.
- Minimum 3 years of relevant work experience in a similar role.
- Previous relevant experience in data collection and analysis, customer service and reporting.
- Knowledge/experience with MEAL specifically, information management and accountability.
- Experience working with local communities at field level for development projects.
- Demonstrated ability in community mobilization and community level dialogue.
- Demonstrated ability to show compassion, respect and take HFH Fiji mission personally and having a sense of excitement and commitment.
- Conduct capacity assessment on monitoring and evaluation system, develop indicators and a monitoring strategy for the project.
- This position is envisaged as being filled by someone who is already a citizen or resident of Fiji but is also open to people from the region who have the right to residency in Fiji.

### **HOW TO APPLY**

Habitat Fiji is committed to diversity and inclusion within its workforce and encourages qualified candidates from all religious and ethnic backgrounds, including persons with disabilities, to apply and be part of our incredible mission of bringing people together to build homes, communities and hope in Fiji. All Habitat Fiji staff, consultants and volunteers



are required to undergo a police clearance prior to commencing employment. **Habitat Fiji has a zero-tolerance policy on child exploitation and abuse.**

Applications must include an updated CV with names of at least three recent referees, and a cover letter describing in two pages, why you are the best candidate for this position. All applications should be emailed to [recruit@habitatfiji.org.fj](mailto:recruit@habitatfiji.org.fj) no later than 27th June 2025. For any other details/queries please send an email to the above-mentioned ID.