

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

Applications are invited from empathic, creative, self-driven individuals to join our team as the Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator, reporting to the MEAL Manager. The MEAL Coordinator is responsible for developing and implementing systems to ensure effective monitoring, evaluation, accountability, and learning across all programs. The role ensures that data is collected, analyzed, and used for program improvement and reporting, and that beneficiaries and stakeholders can provide feedback and participate in program design and review.

#### **Essential Duties and Responsibilities:**

- Develop and implement a MEAL framework and tools aligned with project goals and donor requirements.
- Establish and manage community feedback and complaint mechanisms.
- 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.
- Prepare timely and quality MEAL reports for internal and external stakeholders.
- 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**

- Tertiary qualifications in Community Development, Monitoring & Evaluation, Social Sciences, Environmental Health, Environmental Science or related field.
- At least 3 -5 years' experience in the development sector, with experience in research, data analysis and data management or other relevant fields.
- Exceptional coordination, communication, and facilitation skills.
- Demonstrated experience in coordinating and convening diverse stakeholder groups and interdepartmental groups.
- Experience in researching, developing and disseminating advocacy messages resulting in measurable change or success
- Experience with donor-funded projects (e.g., USAID, DFAT, EU, UN agencies) is an advantage.
- An adaptable and flexible demeanour.
- Experience with project management
- Use of Excel or SPSS, Power Point, and Word

## 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 three 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.