
VACANCY ANNOUNCEMENT

Malteser International is a worldwide relief organization with more than 50 years of experience in humanitarian aid and at present covers around 100 projects in about 20 countries in Africa, Asia and the Americas. Its mission is not only to provide emergency relief, but also to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. For more information on Malteser International please visit our website: www.malteser-international.org

Position: MEAL Officer

Location: Peshawar

Open to internal and external candidates

Contract Period: ASAP - 30-November-2018

Role & Responsibilities.

- Establish the Monitoring and Evaluation section in Malteser Peshawar project office;
- Ensure that two supported BHUs in Peshawar project regularly submit weekly and monthly reports in time on Malteser standard formats;
- Develop and update the project summary sheet and if required should revise it in consultation with the project manager and health program coordinator;
- Work closely with the other project sections in project and coordinate/harmonize their data collection and database;
- Ensure the promotion of a learning cycle within the project and facilitate feedback to the concerned project sections;
- Ensure that monitoring and evaluation reports are made useful for Malteser's fundraising;
- Train Malteser Peshawar project staff on the use of Monitoring and Evaluation tools;
- Follow up and monitor the implementation of Project Cycle Management within the Malteser Peshawar project;
- Integrate periodic evaluations as an integral part of the Monitoring & Evaluation system;
- Document and file lessons learnt, good practices and case studies and share them with all concerned within the Peshawar project and the country office;
- Facilitate project manager and security officer in preparation of project related documents e.g. NOCs/MOUs etc;
- Support and coordinate with security officer in pursuing the timely approval of NOCs/MOUs from the government line departments;
- Facilitate project manager in his day to day business to streamline the project activities;
- Submit regularly feedback to the project manager by keeping health program coordinator in loop on all weekly/monthly reports submitted by BHUs to improve the project performance.
- Carry out any other job related additional task (s) assigned by the project manager or senior management.



Desirable

- Education to Masters level in a relevant subject from a recognized institute;
- Significant experience undertaking M&E/MEAL-related roles (at least 3 years);
- Proven skills in working with both quantitative and qualitative methodologies and analysis;
- Demonstrated strong monitoring and evaluation skills, including planning & participating in evaluations;
- Experience establishing systems of community participation and accountability;
- Fluent in Pashto, Urdu and English.
- Familiar with local culture & customs.

Starting Date: ASAP

Candidates should submit their CV and motivation letter with salary expectations latest by, **November 05, 2017** via e-mail to: recruitment.pk@malteser-international.org. Only short listed candidates will be contacted, and no phone calls will be entertained.