

MEAL Officer



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Organisation Background:

Human Development and Community Services (HDCS) is a faith-based NGO working in three main sectors of health, education, and community development since 1991. Currently, it manages various projects across Nepal especially in rural regions and provides services through hospitals, health camps, public health programs, disaster preparedness and response, school development programs, teacher training, educational daycare centres for special needs children, and community radio stations. HDCS is committed to attracting and retaining the best employees from all ethnicities, gender and backgrounds in our vision to transform the communities.

Responsibilities:

The MEAL Officer will be mainly involved in projects that cover a wide range of areas such as DRR, including anticipatory action, as well as livelihood, agriculture, livestock, mother and child health, environment, etc.

Responsibilities will include: performing topic-related research, developing tailored monitoring and evaluation frameworks with functional tools, conducting data collection, setting up project-wise data analysis frameworks and delivering reports and data visualization to support evidence-based decision making in project management.

The MEAL Officer will work in close cooperation with the MEAL Coordinator.

Conditions:

This is a full-time position with 40 working hours per week. The employment contract will be on a yearly basis, with envisioned extensions until the close of the projects. The position is based in Kathmandu with frequent travel to project locations all over Nepal.

Qualifications:

- Bachelor's degree or equivalent with specialization in fields such as Administration, Project Management, Engineering, IT Programming, Social Science, Health, Environmental Science, Economics, or other. Course work in data analysis, programming, etc are expected.
- Persons who shifted their professional focus through non-academic advanced trainings in MEAL or data science are welcome to apply.

- Highly autonomous working style and capacity to co-develop own solutions where there is no pre-determined way
- Strong analytical problem-solving mindset and creativity to develop new frameworks and models adapted to the project
- Experience in data collection, administering questionnaires and conducting interviews, data collection and data entry
- Basic knowledge of data analysis software or programming language for data analysis is of advantage (such as SPSS, STATA, R, Python, C++, SQL, Java)
- Proficiency in geospatial information system software is an advantage (such as Strater, ArcGIS, Surfer, Geosoft Target, etc)
- Learning attitude and willingness to explore new data science skills and tools
- Strong verbal and written communication skills in English and Nepali