

# MEAL Officer [Entry Level]



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<https://ee.kobotoolbox.org/x/ge3dnTd5>



Application Deadline: **July 31, 2026**

Only shortlisted candidates will be contacted.

## About the Organization

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.

## About the Position

**Location:** Central Office with frequent and weeks-long stays in project locations

**Employment Type:** Full-time 40 working hours per week. The employment contract will be on a yearly basis.

We are looking for a motivated and curious individual to join our team as a MEAL Officer (Monitoring, Evaluation, Accountability and Learning). This position is ideal for someone who enjoys working with data, learning new technologies, understanding community perspectives, and helping projects make better decisions through evidence and insights.

The MEAL Officer will support project monitoring, data collection and analysis, reporting, learning processes, and the development of practical digital solutions. The role offers great opportunities for professional growth in MEAL, data management and technology.

## Key Responsibilities

- Support project monitoring, data collection, and field visits.
- Manage, clean, verify, and organize project data.
- Support development and improvement of data collection tools and monitoring systems.
- Analyze data and contribute to dashboards, reports, and visualizations.
- Support evaluations, assessments, and community feedback processes.
- Document lessons learned, best practices, and project insights.
- Contribute to knowledge management and organizational learning.
- Support colleagues in using data collection tools and digital systems.
- Explore and test technology and AI-based solutions that improve organizational workflows.

## Required Qualifications

- Bachelor's degree or equivalent with specialization such as Administration, Project Management, Engineering, IT Programming, Social Science, Public Health, Environmental Science, Economics, or other. Course work in data analysis, programming, etc are expected.
- At least one experience related to project monitoring, evaluation, research, data collection, data analysis, or community-based work through employment, internship, volunteering, academic projects, or similar activities.
- Strong verbal and written communication skills in English
- Willingness to travel regularly to project locations.

## Desired Competencies

We are particularly looking for candidates who demonstrate:

- Strong learning ability and curiosity.
- Analytical and problem-solving skills.
- Integrity, honesty, and attention to detail.
- Interest in data, technology, and digital tools.
- Understanding of or interest in rural development and community transformation.
- Good communication and teamwork skills.
- Ability to learn new software and systems quickly.

Experience with Excel, Google Sheets, digital data collection tools, dashboards, research, or AI tools such as ChatGPT is an advantage but not required.

We highly want to encourage female candidates to apply for this technical position as well.

