



Vacancy announcement

MEAL Advisor

Monitoring Evaluation Accountability and Learning Advisor

Durban, South Africa

Deadline for applications: 3 July 2023

VVOB is an international NGO with programmes and projects in 9 countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?

*We are looking for a **Monitoring, Evaluation, Accountability and Learning (MEAL) Advisor** who will operate from our **office in Durban, South Africa**. Do you want to take on this challenge? Then continue reading!*

Result areas of the MEAL Advisor

You take the lead in **monitoring and evaluating project objectives effectively** and you ensure **lessons** are drawn, documented, and disseminated to inform on-going implementation and future programming.

You provide coordination, technical support, and advice to VVOB Programme Advisors, Coordinators, and partners in planning of activities.

You ensure capacity development on M&E of the partners according to the needs of the partner and particular situations and phases of the projects.

You take part in internal and external working groups, task forces, ... related to MEAL.

You support **data collection and research on the effects and impact of VVOB's projects** within the country.

You will:

- Report directly to the Country Programmes Manager (CPM) of VVOB SA, and work closely with the Strategic Research, Monitoring and Evaluation Advisor.
- Assist with the implementation, roll-out and enhancement of the VVOB SA MEAL portfolio in coordination with the Strategic Research and M&E Advisor and the CPM.
- Ongoing data collection, collation, storage, analysis and ensuring data is reliable and high quality as possible. Data includes both qualitative and quantitative data.
- Assist with the development and dissemination of MEL tools, to inform learning materials, training strategies and programme/projects
- Ensure relevant data is collected, analysed and used to inform strategic decisions, to guide implementation and to provide programme updates through reporting cycles, across different projects, in close collaboration with the team(s) and partner organisations.
- Develop and ensure compliance with procedures for collection and reporting of quality and timely data related to indicators
- Support strengthening the monitoring, evaluation and learning strategy for and across programmes in accordance with VVOB and international best practices.

If you're our MEAL Advisor, your workweek at the office will include the following highlights:



You participate in a project team meeting and provide input to project team and suggest necessary adjustments to project **workplans**



You work on optimising the use of a digital M&E **system** and dashboard for learning and reporting purposes.



Lunch with colleagues! You are an important link between activities within teams and between different project teams. You take the time to connect with colleagues.



You ensure all project teams are well versed in using the M&E **systems** and **equipment** in order to collect and process data

Does this look like your dream job?

Then read on and check whether your profile matches the job requirements!

Who are you?

- You are a South African national, based in Durban or willing to relocate (at own cost)
- A self-starter, willing to do what is necessary to help the team reach their objectives
- You have strong time and project management skills (planning, budgeting, report writing)
- You are flexible with a proven ability to multitask and adjust to changing circumstances

Your expertise and experience

- Master's degree in statistics, education, social sciences or other relevant field or equivalent experience
- At least 3 years of experience on M&E in education (projects), preferably in international development cooperation
- Experience with the development of indicators, the use of M&E tools and implementation of M&E processes, including data collection methodologies, software and analysis.
- Preferable research experience, preferably in the education sector
- Good reporting skills (donor reporting, project reporting, internal management reporting etc.), ICT proficient (Word, Excel and Power Point), fluent written and oral command of English.
- Preferable experience with digital M&E systems including PowerBi.
- Preferable experience working with STATA or SPSS and data collection software (e.g. survey monkey, google forms, Kobo tool box, Alchemer).

Matching competences

VVOB core competences:

- Results and goal oriented
- Lifelong learning and improvement
- Cooperation within a team and with other stakeholders

Function specific competencies:

- Creativity
- Development oriented
- 360 empathy
- Communication skills
- Problem analysis and judgment



What we're offering:

- A contract starting 1 August 2023 or as soon as possible, ending 31 December 2026.
- A market related salary based on years of experience, with medical aid and children's (3-18 years) education allowance
- Employer funded professional development opportunities

Join us on 1 August 2023 or as soon as possible.

What's next?

Your application comprising of:

- A full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held and relevant achievement
- A covering note of not more than 1 page outlining your motivation for applying for the role.

is expected no later than 3 July 2023.

Interested candidates should email their application to **[southafrica@vvo**b**.org](mailto:southafrica@vvob.org)** with the email subject: **APPLICATION_MEAL ADVISOR.**

Shortlisted candidates will take a written test and go through an interview process, before a final offer.

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity or disability. If you require reasonable accommodation including disability accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to [southafrica@vvo**b**.org](mailto:southafrica@vvob.org).

Is this not exactly the job you are looking for? Please have a look at our other vacancies at:

[https://www.vvo**b**.org/en/vacancies](https://www.vvob.org/en/vacancies).



VVOB – *education for development*

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