



## JOB OPPORTUNITY AT CRS/RWANDA

**Job Title: Senior Monitoring Evaluation Accountability and Learning (MEAL) Officer**

**Department: Youth for Youth (Y4Y)- East African Digital Entrepreneurships, Programming**

**Band: 8**

**Reports To: Youth Program Manager**

**Country/Location: Rwanda (Kigali) with Field Trips**

### **About CRS**

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Catholic Relief Services has been present in Rwanda since 1960, and currently implements projects in nutrition & early childhood development, agriculture, youth employment & entrepreneurship. The Country Program has over 80 staff and implements its projects through local and international partners, with strong coordination/collaboration with Government of Rwanda structures.

### **Project Summary:**

Youth for Youth (Y4Y) – East African Digital Entrepreneurship project is an initiative funded by Catholic Relief Services (CRS) and implemented in collaboration with the Government of Rwanda through MINICT and MYCULTURE and Caritas Rwanda. This initiative (2022-2025) aims at promoting the digital solutions for young Rwandans living in rural areas.

### **Job Summary:**

The Senior Monitoring, Evaluation and Learning (MEAL) Officer will have the overall responsibility of supporting the design and implementation of an effective MEAL system for Y4Y project, in close coordination with the CRS MEAL Coordinator and the Youth Program Manager. He /she will lead timely and efficient MEAL data collection and analysis and lead technical reporting of the project in coordination with other technical and management teams at the project level. The Senior MEAL Officer will contribute to ongoing updates of the monitoring systems and reporting schedule; collect both qualitative and quantitative data for indicators to track implementation; undertake field visits on M&E activities and ensure documentation of project results in accordance with strategic objectives and indicators; identify, document and disseminate lessons learned and success stories; support technical staff from partner organizations to develop partners MEAL system; conduct data quality control/assurance. S/he will be required to maintain data confidentiality and integrity for project activities as directed.

### **Specific Responsibilities:**

- Support the coordination and implementation of all assigned project MEAL activities as outlined in the Detailed Implementation Plan in line with CRS program quality principles, standards and MEAL policies, procedures, and practices; donor MEAL requirements; and industry good practices.
- Monitor and report any MEAL-related challenges and gaps identified to inform adjustments to plans and implementation schedules. Assist partners in their efforts to reflect on project experiences.
- Lead the roll-out and implementation of the project's feedback and response mechanism (FRM).
- Support field-level project MEAL activities (including digital data collection) and assisting partners in their efforts to collect and ensure timely evidence-based analysis of project data per specified mechanisms and tools.
- Support program learning and decision making by posing thoughtful questions, engaging with project data, reflecting upon, and sharing with project management the information gathered from community members and partners.
- Contribute significantly to project's learning agenda by putting together thoughtful questions that will build the project's evidence base on the intersection between digitization and youth programming.

### **Competencies Relevant for the Specific Position:**

These are rooted in the mission, values, and principles of CRS and used by the Senior MEAL Officer Specialist to fulfill his/her responsibilities and to achieve the desired results:

## Job Advert: CRS Rwanda Program

- Excellent understanding of technology use in low resources settings
- Observation, active listening, and analysis skills with ability to make sound judgement.
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.

**Supervisory Responsibilities:** None

### **Key Working Relationships:**

**Internal:** The Senior MEAL Officer is a key member of the Y4Y project. S/he will report to the Youth Program Manager and collaborate with the Project teams as well as the CRS MEAL Coordinator and the HQ Senior Technical Adviser for MEAL in Youth programs to ensure a holistic, integrated, and comprehensive project approach.

**External:** MINICT, RISA, MYCULTURE, Caritas Rwanda, Implementing Partners and the Digital Ecosystem and community.

### **Required Qualifications and Experience:**

- Bachelor's degree is required in Statistics, Computer Sciences, Economics, Development Studies, Information System Management, or any data related field.
- Minimum of 3 years of work experience in project support. Experience in the field of MEAL ideally with youth project in International NGO.
- Thorough familiarity with principles and current approaches to MEAL of relief and development programs using both quantitative and qualitative methods.
- Experience in data collection, including survey design and training enumerators.
- Experience in participatory action planning and community engagement.
- Strong experience analyzing data, including both qualitative and quantitative methods.
- Knowledge of capacity strengthening best practices. Demonstrated ability to transfer knowledge to diverse audiences through training, mentoring, and other formal and non-
- Experience and skills in networking and relations with donors, peer organizations, and faith-based and civil society partners. Understanding of partnership principles.
- Proficient in MS Office packages (Excel, Word, PowerPoint) and Web Conferencing Applications.
- Conversant with either SPSS, SAS, STATA, Arc GIS and PowerBi

### **MEAL-specific Competencies and Competency Level**

- MEAL in Design
- Monitoring
- Evaluation
- Accountability
- Learning
- Analysis & Critical Thinking
- ICT for MEAL
- MEAL in Management

### **Personal Skills**

- Good time management skills with ability to work on multiple tasks
- Strong customer service orientation with good communication and interpersonal skills
- Proactive, resourceful, solutions oriented and results-oriented

**Required/Desired Foreign Language:** Full working proficiency in English and Kinyarwanda is required

**Travel Required** (20% nationally or internationally)

**Agency-wide Competencies (for all CRS Staff)**

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Personal Accountability
- Acts with Integrity
- Builds and maintains Trust
- Collaborates with others
- Open to learn
- Strategic Mindset
- Develops and Recognizes others
- Leads change

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**CRS talent acquisition procedures reflect our commitment to safeguarding the rights and dignity of all people, especially children and vulnerable adults, to live free from abuse and harm.**

**CRS is an Equal Opportunity Employer and strongly encourages young, female candidates to apply.**

**How to apply**

Interested and qualified candidates should complete the attached **application form**, **Self -Declaration Clause** and submit them together with **one page Cover letter** plus **updated CV** (maximum three pages) all in/as one document - via email only to: [RW\\_HR@crs.org](mailto:RW_HR@crs.org) **not later than Wednesday, November 30, 2022, at 5:00pm.**

Please, include below statement in your cover letter:

***“By applying to this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics”***

Also include your **full names** and title **“Senior MEAL Officer”** in the **Subject Line**. Due to anticipated high interest in this post and the expected number of applicants, only short-listed candidates will be contacted.

**Kigali November 17, 2022**

**Jude-Marie Banatte**  
**Country Representative**

