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| **TITLE:**  MEAL Assistant (Data) | | |
| **TEAM/PROGRAMME:** | **LOCATION: WBFO - Ramallah** | |
| **GRADE**: NAT 5 | **CONTRACT LENGTH: *1 year*** | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The MEAL Assistant (Data) will play a crucial role in supporting the data management needs of Save the Children. This position involves the accurate collection, entry, and maintenance of data related to the organization’s programs and operations on Project Reporting, Information, Monitoring and Evaluation system (PRIME). The ideal candidate will possess strong attention to detail, excellent organizational skills, and the ability to work collaboratively within a team.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** *MEAL/IM Officer*  **Role Dimensions**: oPt CO is a high complexity country, multi-member interest, with an annual budget of around $40+m, and 100+ staff. Currently the program is experiencing a growth in funding and complexity due to the war in Gaza. | | |
| **KEY AREAS OF ACCOUNTABILITY :**   1. **Data Entry and Management:**  * Accurately enter and update data into the organization’s database and information management systems. * Checking source documents for accuracy. * Ensure data integrity by performing regular data quality checks and audits. * Responding to requests for information and access relevant files.  1. **Record Keeping:**  * Maintain organized and up-to-date records of all data entries, ensuring easy retrieval and reference. * Assist in the development and implementation of data management procedures and protocols.  1. **Reporting:**  * Generate and prepare reports as required by MEAL/IM Officer and other Program Managers. * Assist in analyzing data trends and providing insights to support decision-making processes.  1. **Collaboration:**  * Work closely with MEAL team to understand data needs and provide support in data collection efforts. * Participate in MEAL/Ops team meetings and contribute to discussions on data-related issues and improvements.  1. **Confidentiality and Compliance:**  * Ensure the confidentiality and security of sensitive information in accordance with organizational policies and relevant regulations. * Stay informed about best practices in data management and compliance requirements.  1. ***Support to MEAL unit functions***  * Participate in team workshops, lessons learned and reflections seminars. * Contribute and participate within CO, FO staff, and MEAL unit meetings including accurate reporting of successes and challenges.   Support in the development of MEAL systems (including Indicator Performance Tracking Tables) and their roll out to field staff and partners. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Bachelor's degree in public administration, economic, social science or relevant fields. information technology or Data Science is a plus. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * At least +2 years of relevant work experience in a similar role. * Proficiency with relevant computer applications such as MS Office. * Proven experience in data entry, data management, or a similar role, preferably within an INGO or non-profit environment. * Proficiency in Microsoft Office Suite (Excel, Word, etc.) and experience with database management software. * Strong attention to detail and accuracy in data entry and reporting * Excellent organizational and time management skills, with the ability to prioritize tasks effectively. * Strong communication skills, both written and verbal. * Ability to present complex information in a clear and concise manner. * Ability to work independently and as part of a team in a fast-paced environment. * Demonstrable analytical and problem-solving skills. * Proficient in speaking and writing English. * Knowledge of and commitment to safeguarding principles and approaches, as well as principles of do no harm and confidentiality. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: MEAL Manager** | | **Date: Dec 2024** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |