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| **JOB TITLE:**  MEAL/Accountability Officer  |
| **TEAM/PROGRAMME: PDQ – MEAL team / Response**  | **LOCATION:** NWAO, Kyiv |
| **GRADE**: 4 | **Type of Contract:** till 31/12/2025 |
| **CHILD SAFEGUARDING:**Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people  |
| **SCOPE OF ROLE:** **Reports to:** MEAL Coordinator **Staff reporting to this post:** NA**Budget Responsibilities:** NA |
| **KEY AREAS OF ACCOUNTABILITY :** * Support the implementation of the SCI MEAL in Emergencies (MiE) Procedure and MiE System Quality Benchmarks, monitoring system/framework to report activities according to appropriate framework(s);
* Develop standard monitoring tools in collaboration with Monitoring, Evaluation and Accountability Coordinator and programme staff;
* Establish data flow mechanisms on standard tools including data collection, storage, analysis, interpretation and timely feedback to the intended stakeholders in collaboration with program staff;
* Assist in designing and implementing qualitative and quantitative assessments as appropriate;
* Provide training and capacity building to team members and partners whenever needed;
* Undertake data quality assurance in the areas of operation, identifying sources of errors and inconsistencies and providing feedback that would help in data improvement;
* Assist in capturing relevant learning associated with the response learning agenda.
* Ensure feedback is handled in line with the agreed Feedback Handling Standard Operating Procedure, and that feedback and responses are registered in Feedback Database. Quality assure the documentation of feedback (quality of data, categorisation, etc.).
* In line with the Feedback Handling Standard Operating Procedure, receive and register feedback and their responses in Feedback Database. Make sure that feedback is logged in a professional and timely manner.
* Refer feedback to the appropriate team, including rapid identification and referral of serious concerns such as those related to child safeguarding, unsafe programming, sexual exploitation and abuse, and fraud and corruption.
* Respond and communicate in a dignified and respectful manner with children and adults regarding their feedback, including informing them of what decisions have been made related to their feedback, and ensuring this is documented in the Feedback Database. Where relevant, support implementation staff to close the feedback loop meaningfully.
* Contribute to Programme Key Performance Indicator (PKPI) quarterly reporting at national level.
* Contribute to a strong understanding of child rights principles, accountability to children and communities and child participation through inductions and training, together with other Accountability staff.
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| **SKILLS AND BEHAVIOURS (SCI 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 others to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically

**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
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| **QUALIFICATIONS *(State what qualifications are required and at what level; you can also state any desired qualifications which should be taken into consideration when shortlisting or evaluating the job)**** Bachelor’s degree in Economics, Statistics, and/or Development Studies
* Fluency in written and spoken Ukrainian, Russian and, ideally, English.
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| **EXPERIENCE AND SKILLS *(Define the experience and skills required for satisfactory job performance, these are in two categories such as ‘essential’ and ‘desirable’)******Essential**** At least 1 years of experience in Monitoring and Evaluation of programs or relevant experience.
* 1-2 Years preferably in emergency and conflict situations.
* Experience in data collection, data management, and analysis is highly desirable.
* Familiarity and comprehension with database designs and management
* Good level of computer proficiency and ability to use MS-Office (in particular Excel)
* Demonstrated report writing skills
* Strong communication skills
* Ability to meet deadlines

***Desirable*** |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Diversity, Equity and Inclusion policy  |
| **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 role 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 Safety & Security policy and procedures |
| **Date of issue:**  |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.