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| **JOB TITLE:**  MEAL assistant |
| **TEAM/PROGRAMME: PDQ – MEAL team / Response**  | **LOCATION:** NWAO Chernivtsi |
| **GRADE**: 5 | **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 Officer**Staff reporting to this post:** **Budget Responsibilities:**  |
| **KEY AREAS OF ACCOUNTABILITY :** * Collect information on the progress of each activity of a project being implemented, and enter the information into the database platform;
* Provide support in establishing and updating a MEAL tracking table;
* Provide assistance in monitoring, evaluation, accountability and learning data collection, and data delivery to the MEAL Coordinator/Officer;
* Assist in analyzing and compiling data to measure the progress and impact of projects’ activities;
* Participate in and coordinate the timely collection and analysis of all program performance data and success stories;
* Provide day-to-day verifying data quality and ensure all data is input into the database platform and analyzed in an integrity manner;
* Post Distribution Monitoring;
* Field visits.
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| **SKILLS AND BEHAVIOURS (SCI Values in Practice**) **Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling 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)**** BSc/ MSc degree in an area of social development or equivalent.
* 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 operating hotlines or providing customer support.
* 1 Year preferably in NGOs.
* Experience in data collection.
* Good level of computer proficiency and ability (in particular Excel).
* Demonstrated writing skills.
* Strong communication skills.
* Ability to meet deadlines.
* Highly developed interpersonal and communication skills.
* Highly developed cultural awareness.

***Desirable*** |
| **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. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **Date of issue:** <to be updated> |

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.