

## MEAL Manager

<b>Location:</b>	Tamale, GHANA
<b>Application Deadline:</b>	22-August-2023
<b>Type of Contract:</b>	Service Contract
<b>Languages Required:</b>	English
<b>Starting Date:</b> <i>(Date when the selected candidate is expected to start)</i>	01-September-2023
<b>Contract Type:</b>	Permanent
<b>Level</b>	Managerial

### About Us

Songtaba is a women-led advocacy organization committed to securing the basic rights for women and children, in the Northern, Savannah and North East regions of Ghana. The mission of Songtaba is to work with poor women and children in identifying the root causes of their impoverishment and addressing them in a rights-based manner. Core of the mission of Songtaba is working with very excluded women in our communities (women who have been accused as witches and banished to live in camps settlements), persons with disabilities, women smallholder farmers to have long term access to productive resources, girls and their networks in protecting them from all forms of violence including child/force marriages and young women by supporting them to develop alternative livelihood skills.

### Scope of Role:

Songtaba is seeking the services of a Monitoring, Evaluation, Accountability and Learning (MEAL) Manager to join our team. The main purpose of this role is to lead on ensuring the quality and accountability of our work, bringing immediate and lasting changes in the lives of project participants. The MEAL Manager will bring significant experience and fresh ideas to lead on MEAL system implementation, review and evaluations, MEAL budgeting, recruitment, as well as support to proposal writing and log frame development. The post holder will ensure that all Songtaba's and Partner projects are supported to ensure quality, effectiveness and appropriateness of their programmes. It will be important for the post-holder to capture lessons learned and communicate this information in various capacities to improve on-going and future programming. S/he will guide Songtaba and Partner teams to maintain an effective monitoring system across all sectors, including the use of beneficiary feedback data, to assure the quality of interventions. Ultimately, s/he will ensure that the programme has evidence-based knowledge to inform the direction of the programme from assessment and regular programme monitoring documents. Special attention should be paid to the positive and negative impact that interventions have in communities, underserved population and persons with disability.

**Reports to:** Executive Director

## **Key Areas of Accountability**

### **i) System Design and Promoting MEAL**

- Lead on the development and oversee the roll-out of an organisational MEAL system, ensuring accountability to donors and beneficiaries
- Promote all aspects of MEAL to support the creation of an organisational culture which prioritizes quality programming
- Build strong relationships with colleagues and provide support as required to ensure MEAL system is understood and supported at field
- Work closely with the programme teams to ensure that MEAL becomes an integral element of project implementation leading to enhanced quality, accountability, management and impact. This may include the establishment of a Technical Working Group.
- Leading research actions in the organisation.

### **ii) Staff Management, Mentorship, and Development**

- Manage the MEAL team to ensure that the MEAL system operates effectively with the support and resources required and that there are clear links and reporting lines between the unit and programmes
- At the organizational level, devise and manage a MEAL training programme with the goal of increasing capacity and awareness of MEAL for all staff. Assess training needs with the Institutional Development Manager and engage management to roll-out the training programme.
- Oversee the recruitment of appropriate MEAL staffing in Songtaba
- Support the MEAL team progress on specific projects, providing management oversight on progress and problem-solving in case of challenges.
- Define expectations, provide leadership and technical support as needed so that MEAL staff are able to perform their roles as required
- Manage the performance of direct reports in the MEAL unit through performance management, coaching, mentoring, training and development.

### **iii) Internal Reporting**

- Responsible to ensure that the organisation delivers on all internal M&E requirements on all programmes in a timely manner and with high quality information, including reporting on Songtaba indicators and quarterly reports, total direct and indirect reach data.
- Identifies and introduces new elements (systems, tools, processes) required under the MEAL system and programme departments for efficiency
- Receive regular field monitoring and accountability reports from MEAL and programme officers and circulate to implementation teams, ensuring that action plans are included and followed up

#### **iv) Promoting Learning for Strategy Development and Decision Making**

- Ensure that data brought together and findings from across thematic and operational area to form a coherent basis for analysis of impact which promotes learning and strategy development for the whole organisation.
- Lead on monitoring and improving the synergy and integration of thematic programmes to enhance delivery of outstanding results for women, youth, children and their communities
- Communicate top level learning / analysis reports and monitoring data to ensure that management is able to make informed decisions on a timely basis to scale up and face operational challenges

#### **v) External Reporting and Representation**

- Ensures external accountability to donors through the implementation of timely and quality MEAL activities leading to timely and accurate reporting
- Ensure that high quality analysis reports to illustrate Songtaba's impact and assessment findings are produced, including evidence of good practice and replicable programmes, and that they are communicated at appropriate events.
- Ensure that Songtaba is represented at relevant inter-NGO and government level meetings at the field level (related to MEAL) to enhance inter-agencies best practices sharing and learning

#### **vi) Programme Design and MEAL Resources**

- Will play a key role in fund raising activities of the organisation and ensure that MEAL is an integral part of the programme design stage and features in all proposal development
- Ensure that MEAL resources are included in proposal development and work creatively to secure funding from diverse sources, to ensure that MEAL is integrated in all programmes in a sustainable way
- Responsible for effectively managing the MEAL budget

## **Skills and Behaviours**

### **i) Accountability**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Songtaba's values at all times
- 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

### **ii) Ambition**

- Sets ambitious and challenging goals for self and teams, takes responsibility for his/her own personal development and encourages others to do the same
- Widely shares his/her personal vision for Songtaba, engages and motivates others
- Future oriented, thinks strategically

### **iii) 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

### **iv) Creativity**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

### **v) Integrity**

- Honest, encourages openness and transparency

## **Qualifications**

- Master's degree in an area of social science/development or equivalent qualification in a relevant area.
- A professional qualification in the area of MEAL would be an added advantage

## **Experience:**

- Recommended a minimum of 5 years management and/or MEAL experience in a development contexts, preferably with solid experience in more than one of the Songtaba's priority sectors: women's rights and governance, education, integrated health, and food security and livelihoods.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Highly developed cultural awareness and ability to work well in a local (Northern Ghana) environment with people from diverse backgrounds and cultures.
- Has experience in social research.
- Familiar with data collection and analysis tools (Kobo Collect, E-Views, etc).

## **Language:**

- Fluency in English and a local language

## **How to Apply For The Job**

- Interested candidates should submit CV and Cover Letter to [applications@songtaba.org](mailto:applications@songtaba.org)

## **Salary**

- Very Attractive