

# JOB PROFILE

How to Apply for this Job

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## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Design, Monitoring, Evaluation, Accountability and Learning (DMEAL) Officer
<b>Group</b>	IG- International Group
<b>Team</b>	IG ECA-Ethiopia
<b>Location</b>	Addis Ababa, Ethiopia
<b>Responsible to</b>	JISRA Project Coordinator

### Part 1 – Job description

#### 1. Main purpose of the job

Tearfund in Ethiopia is looking for a competent and experienced Design, Monitoring, Evaluation, Accountability and Learning (DMEAL) Officer, with most of the role to be invested in the JISRA Consortium. The DMEAL Officer is responsible for the designing, implementation, monitoring, evaluation and learning of the Tearfund interventions and provides support to Tearfund's implementing partners for successful implementation of the undertakings. The role holder will be a member of the JISRA In-Country Planning, Monitoring, Evaluation, Accountability and Learning (PMEAL) Working Group, which is also under the Global PMEAL Working Group. Thus, with this structure, the role holder's responsibilities are to be overseen also by the Tearfund Ethiopia Project Coordinator for JISRA Programme.

#### 2. Position in organisation

- Grade 4
- Reports to JISRA Project Coordinator
- Technical accountability to Programme Quality Assurance and Management Lead

#### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### 4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

## **5. Scope of job**

This role covers all programmatic themes under Tearfund Ethiopia. Though the job holder is expected to invest 75% of his/her time for the JISRA Consortium, he/she will still handle the M & E activities of the whole organisation, with a varying degree of responsibility. In terms of geographic location, the role holder will handle the DMEAL aspects of Tearfund Ethiopia in all project operation areas in the country. For this to be realised, frequent travels to the field - joint or Tearfund initiated, are expected of him/her.

## **6. Duties & Key Responsibilities**

- 6.1. Establish or revise the DMEAL framework of Tearfund vis-a-vis its DME Procedure Toolkits
- 6.2. Work on updating the regular performance indicators tracking of projects on Tearfund Track and offline
- 6.3. Engage in capacity enhancement activities to Tearfund as well as to its partners
- 6.4. Draft and/or adapt major monitoring tools for regular tracking of projects' expected results
- 6.5. Undertake joint monitoring/supportive supervision visits to projects implementation areas
- 6.6. Accurate, timely, and quality reporting for the JISRA Consortium and other donors
- 6.7. Regular communications with and support to M & E focal persons of implementing partners and ensure they are in the right track of handling the M & E aspects as JISRA/Tearfund's requirement
- 6.8. Organise and actively engage in midterm, final and real time evaluation of the programmes
- 6.9. Inform Ethiopia Country management teams on the findings of regular monitoring of project performances to enable take actions on deviations against plan
- 6.10. Ensure pertinent lessons from implementation are harvested and used to inform programme adaptation and future programme design in the wider organisation
- 6.11. Work to ensure that programme information and Tearfund corporate priorities are well-communicated to target communities
- 6.12. Ensure that community feedback and complaints mechanisms are in place or customise any previously existing feedback and complaints handling mechanisms
- 6.13. Liaise with the Programme Quality Assurance and Management Lead of Ethiopia and the Programme Director to support with DMEAL aspects in projects
- 6.14. Ensure JISRA program achievement data feeds into the wider Ethiopia country strategy achievement targets and national development targets - round synergy/ integration with other projects

## Part 2 – Person specification

**Job title:** Design, Monitoring, Evaluation, Accountability and Learning (DMEAL) Officer

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Programme/Project Management, Development Management, Social Sciences, Statistics, Economics, Disaster Risk Management or any other related field of study</li> </ul>	<ul style="list-style-type: none"> <li>• First Degree in the above fields of study</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Five years (for MA) of progressive experiences in programme designing, proposal writing, monitoring, evaluation, accountability and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Seven years (for First Degree)</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Experience of working with multiple partners in monitoring and reviewing a program's results achievement progress</li> <li>• Above-modest expertise in the monitoring and evaluation of peacebuilding and conflict resolution interventions</li> <li>• Proven skills and knowledge on proposal development and logframes</li> <li>• Proven skills and knowledge on MEAL budgeting, MEAL System/Applications</li> <li>• Experience in DMEAL capacity building of staff and implementing partners</li> <li>• Able to use beneficiary feedback data to inform program adaptation</li> <li>• Able to use evidence based information including necessary assessments to inform program design</li> <li>• Capable of ensuring the quality, effectiveness and appropriateness of their programs</li> <li>• Agility in manipulating indicators tracking , particularly of qualitative ones,</li> <li>• Familiarity in regularly updating a program's key facts/information</li> <li>• Experience of ensuring that most-significant change stories are developed and documented</li> <li>• Progressive experience on collecting feedback and complaints from program beneficiaries and facilitation of responses accordingly</li> <li>• Ensuring important lessons from program performance are propagated within and outside of a program/project, for an organisation</li> <li>• Familiarity with ensuring integration of a programme elements into the wider organisation's strategic priorities</li> <li>• Extensive skills in information analysis</li> <li>• Track record in well-synthesised report writing, inter alia.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed Christian with a personal relationship with God</li> </ul>	

	<ul style="list-style-type: none"> <li>• Committed to Tearfund's Mission, Values and Beliefs</li> <li>• Focuses on result for the client</li> <li>• Consistently approaches work with energy and a positive, constructive attitude</li> <li>• Remains calm, in control and good humoured even under pressure</li> <li>• Demonstrates openness to change and ability to manage complexities</li> </ul>	
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>• Regular travel across the country is a requirement</li> <li>• All roles require a DBS/Police check</li> <li>• Tearfund is a member of the <b><u>SCHR Misconduct Disclosure Scheme</u></b></li> <li>• Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		