

**VVOB in South Africa
Vacancy Announcement
Title: MEAL Officer (2024-2026)**

Start date.

1 June 2024 or as soon as possible

Location

This position is based at the VVOB office in Durban. This post is open to **South African applicants** only.

Salary

Salary will be determined based on VVOB global salary scales and years of relevant work experience.

Deadline for applications

06/05/2024

VVOB

Hello! We're excited to see you found your way to this job opening. That must mean you share our ambition to ensure learners around the world enjoy their fundamental human right to quality education, without exception. Do you still feel like you're in the right place? Great, because we're hiring a Monitoring and Evaluation and Learning Officer to strengthen our team in South Africa. We're looking forward to hearing from you.

VVOB in South Africa

VVOB South Africa, in close partnership with the Department of Basic Education, supports and strengthens teachers and school leaders to create environments where all learners can develop their full potential. We operate in a local and international network of education departments, universities, unions, expert organisations and donors.

VVOB is currently looking for a **MEAL officer** with the right competences, attitude and skills to assist in the implementation of our projects including support to M&E and research and strengthening the capacity of our partners. The **MEAL Officer** will be part of a team implementing VVOB projects ending December 2026.

The ideal MEAL Officer at VVOB:

- You support to internal VVOB colleagues to achieve project results and partners to realize educational change processes through different projects.
- You contribute to the implementation and monitoring of the different projects.
- You ensure qualitative and accurate data collection and cleaning i.e. you regularly collect data related to the project indicator sheets and support cleaning/analysis/reporting.
- You support logistics for programme implementation, M&E and other relevant activities.

The job holder will report directly to the Education Manager in Durban.

Education and/or Work Experience Requirements:

Required Experience :

- Some experience or coursework in the education sector would be beneficial, especially in areas like teaching or educational administration
- Basic understanding of data collection techniques and familiarity with data analysis tools such as Microsoft Excel. While prior experience in monitoring and evaluation is not required, a willingness to learn and develop these skills is essential.
- Strong organisational and administrative skills are necessary for tasks such as scheduling, record-keeping, and logistical coordination
- Show effective communication skills, both written and verbal, which are important for collaborating with colleagues and partners and for documenting project activities and reporting findings.

Education:

- Bachelor's degree in education, human or social sciences, or other relevant field or equivalent experience

Skills:

- Fluent in English
- Written and spoken competency isiZulu a distinct advantage
- Knowledge of other South African languages is an advantage.

Competences:

cooperation, continuous improvement, result orientation, 360° empathy, problem analysis and judgement, agility, planning and organisation, strong communication skills.

This position is open to South African nationals only.

Salary scale between ZAR 24 500 – ZAR 36 700 gross monthly depending on years of relevant work experience.

Interested candidates should email cover letter and CV to southafrica@vvob.org

Email subject: APPLICATION_MEAL OFFICER

Deadline for applicants: 06/05/2024

Shortlisted candidates will take a written test and go through an interview process. VVOB is committed to providing equal opportunities.