

## Job Advertisement - ADRA Norway

ADRA Norway (Adventist Development and Relief Agency) is a part of the global ADRA network present in 120 countries. ADRA Norway's programmes focus on inclusive education and lifelong learning for children, youth and women with emphasis on improved quality of life and job opportunities.

[www.adranorge.no](http://www.adranorge.no); [www.facebook.com/ADRAvenn](https://www.facebook.com/ADRAvenn)

### **Program Officer for Monitoring, Evaluation, Accountability and Learning (MEAL)**

The MEAL Officer will work with the MEAL Advisor to ensure that correct data from ADRA Norway's programs are gathered, analysed and shared with relevant staff and other stakeholders.

The main responsibilities of the MEAL Officer are to:

- Support set-up of MEAL systems and processes in Norway and in the field.
- Continually monitor the quality of data collection.
- Ensure and maintain effective communication with partner staff.
- Review data and reports from the field to ensure accuracy and relevance.
- Support development of data management systems for programs and projects.
- Support partners in conducting data collection.
- Training field staff of partner organisations on MEAL tools and collection and data analysis.
- Provide support to MEAL teams in partner countries (using online meeting facilities and field visits if travel is permitted).
- Support the further development of ADRA Norway's MEAL system.

Required qualifications and skills:

- At least 3 years of relevant university education, equivalent to a Bachelor degree (Development Studies, Political Science, Economics, International Education, etc.)
- Strong analytical skills and ability to think critically
- Strong communication and networking skills
- Understanding of cultural differences
- Excellent written and verbal communication skills in English and Norwegian (or any of the Scandinavian languages)
- Ability to handle multiple tasks at the same time, work well under pressure, and adhere to deadlines

Desirable skills/experience:

- Experience with development-related work internationally
- Experience with planning and implementation of complex projects and/or monitoring & evaluation
- Experience with handling complex data and/or statistics
- Experience with report writing
- Written and verbal communication skills in French

We offer:

- A 15-month full time position as MEAL Officer of ADRA Norway starting October 1<sup>st</sup>, 2020.
- An interesting international working environment.
- A broad variety of tasks and responsibilities, and flexible work time.

ADRA is the development and humanitarian agency of the Adventist Church. Applicants must identify with and convey ADRA Norway's mission and values. Remuneration according to the wage regulation of the Seventh-day Adventist Church in Norway.

**Application deadline: 31. August 2020**

Send a written application with CV and references to:

ADRA Norge, v/Programsjef Elidon Bardhi, Postboks 124, 3529 Røyse,  
or to [elidon.bardhi@adranorge.no](mailto:elidon.bardhi@adranorge.no), and a copy to [birgit.philipsen@adranorge.no](mailto:birgit.philipsen@adranorge.no).

ADRA reserves the right to contact other candidates besides the applicants.

For more information, please contact: [elidon.bardhi@adranorge.no](mailto:elidon.bardhi@adranorge.no).