



VACANCY – MEAL OFFICER

COUNTRY PROGRAM MISSION:

Alight Rwanda, formerly known as the American Refugee Committee, has been a key player in delivering impactful humanitarian programs since 1994. Operating in all five refugee camps in Rwanda, Alight provides integrated services in protection, health, livelihoods, and community development. The organization has pioneered initiatives like the SASA! methodology to promote gender equality, reduce GBV, and empower vulnerable populations. By fostering resilience and innovation, Alight Rwanda continues to make meaningful and sustainable contributions to refugee and host communities.

PRIMARY PURPOSE OF THE POSITION:

The M&E Officer will be responsible for overseeing routine monitoring, data collection, quality assurance, analysis, and reporting of project activities at field level. The position will ensure that project results are tracked against approved indicators, data is accurate and timely, and learning is integrated into program implementation. The Officer will also support organization-wide MEL processes under the guidance of the MEL Coordinator.

PRIMARY DUTIES & RESPONSIBILITIES

1. Monitoring and Data Management

- Coordinate routine monitoring of MHPSS and GBV project activities in Mahama Refugee Camp in line with the approved logframe and indicator tracking tools.
- Ensure timely and accurate collection of quantitative and qualitative data from implementing teams, community structures, and partners.
- Conduct regular data verification, validation, and consistency checks to ensure data quality and integrity.
- Maintain and update project databases, tracking sheets, and dashboards in accordance with Alight and donor requirements.

2. Reporting and Document

- Compile weekly, monthly, and quarterly monitoring reports reflecting progress against targets, achievements, challenges, and lessons learned.
- Support preparation of donor narrative reports (GIZ) by providing accurate field-level data, analysis, and results summaries.
- Document best practices, success stories, and case studies related to MHPSS and GBV interventions.
- Ensure proper archiving of M&E tools, datasets, and supporting documents for audits and reviews.

3. Evaluation, Learning, and Accountability

- Support baseline, endline, assessments, and evaluations as required, including tool development, data collection, and analysis.
- Facilitate learning sessions with project teams to reflect on findings and integrate lessons into program improvement.
- Support accountability mechanisms by tracking feedback, complaints, and response actions related to project activities.

4. Capacity Building and Technical Support

- Provide on-the-job coaching and technical support to project staff and community volunteers on M&E tools, indicators, and reporting requirements.
- Ensure proper understanding and application of gender- and protection-sensitive data collection approaches.
- Support MEL Coordinator in rolling out organizational MEL standards, tools, and systems at field level.

5. Coordination and Representation

- Work closely with project teams, protection actors, and health partners to harmonize data collection and reporting.
- Participate in coordination meetings, review sessions, and donor monitoring visits as required.
- Provide additional MEL support to the Kigali-based MEL Coordinator when requested, including data cleaning, analysis, and reporting tasks.

6. Compliance and Organizational Values

- Ensure all M&E activities comply with Alight policies, ethical standards, data protection principles, and donor requirements.
- Uphold and promote **Alight's mission, values, and commitment to dignity, accountability, inclusion, and safeguarding**.
- Ensure confidentiality and ethical handling of sensitive GBV and MHPSS data at all times.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED:

Required Qualifications and Experience

Education

- Bachelor's degree in **Statistics, Demography, Public Health, Social Sciences**, or any other closely related field.

Experience

- Minimum of **3 years of professional experience** in Monitoring and Evaluation within an **international NGO or humanitarian organization**.
- Demonstrated experience working with MHPSS, GBV, health, or protection programs is an added advantage.

Skills and Competencies

- Strong skills in data collection, analysis, and reporting (both quantitative and qualitative).
- Experience using Excel, data collection tools, and basic data management systems.
- Good understanding of results-based management and donor reporting requirements.
- Strong organizational skills, attention to detail, and ability to meet deadlines.
- Excellent interpersonal and communication skills, with the ability to work in multicultural and field-based environments.
- Ability to work independently in a refugee camp setting while coordinating closely with a central team.

Core Values and Commitment

The successful candidate must demonstrate a strong commitment to **Alight's mission and values**, including respect, accountability, compassion, integrity, and inclusion. The M&E Officer is expected to actively promote safeguarding, gender equality, and ethical programming in all aspects of their work.

APPLICATION GUIDELINES:

Interested and qualifying candidates should submit applications to ALIGHT Rwanda Executive Director – to include 1 page Cover Letter, degree, ID, an updated CV (max. 3 pages), and three names (plus titles & contacts) of relevant professional referees, to include most current Employer/ Supervisor (**All in one document**) – **to the following email address only: RWJobs@WEAREALIGHT.ORG with the position applied for CLEARLY indicated in the subject line. The deadline for submission of applications is March 19th, 2026 at 23:59.** Only shortlisted candidates will be contacted.

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.