



Job title:	MEAL officer	Department:	VENN
Reporting to:	Senior Officer, Data Collection & Integrity	Experience:	2+ years
Location:	Nyabihu District, Mukamira office	Travel Required:	40%

Job Summary

The MEAL Officer will provide day-to-day technical support to project teams in translating monitoring and evaluation data for corrective action and program improvement but also tracking of data to ensure consistent and accurate reporting. He/She will work closely with RTV's Venn team and will serve as focal point for ensuring alignment of the M&E plan, overseeing data quality processes, managing contractor-led data collection, and producing insights to inform implementation and learning. The role will also contribute to RTV's regional expansion efforts through community assessments, feedback collection, and field-level validation of program designs.

Key Responsibilities

A. Monitoring, Evaluation & Data Quality (70%)

- Support daily project monitoring activities and review M&E data to track project progress and performance against targets.
- Collaborate with Venn to ensure full alignment of the M&E plan with RTV's broader framework and data systems.
- Lead training sessions for data collectors and support field teams on activity reporting tools updates and data quality assurance.
- Oversee and manage data collection contractors to ensure timely and accurate data submission.
- Conduct routine data quality checks, identify gaps, and communicate corrective actions to enumerators.
- Contribute to the design and production of the Master Scorecard (MSC) modules, including indicator mapping and data validation.
- Draft briefs and summary reports highlighting key findings, trends, and recommendations for program improvement.

- Provide first-level technical support to field teams on data-related requests and troubleshooting issues in RTV's custom mobile applications.
- Provide information about the Rwanda context to influence the tool update and local dialect translations.

B. Program Design, Planning & Expansion Support (30%)

- Participate in community drive-throughs, site validation, and feasibility assessments to inform the selection of new program areas.
- Support the design, rollout, and analysis of community needs assessments and baseline surveys to guide Project designing and adaptive implementation
- Collect, synthesize, and report community feedback to strengthen accountability mechanisms and learning loops between program teams and program participants.
- Contribute to documenting and disseminating lessons learned, success stories, and best practices that inform replication and expansion strategies.
- Provide input into periodic planning reviews, supporting data-driven discussions on performance, impact, and learning at both project and cluster levels.

Reporting & Collaboration

- **Direct reporting:** Project Manager (Rwanda) – for operational management.
- **Technical supervision:** Senior Data Collection & Integrity Officer (Venn/RTV) – for M&E quality standards, tools, and compliance.
- **Collaboration:** Works closely with RTV's Venn, Planning & Design (P&D) teams, and field implementation teams to ensure effective data flow and learning integration.

Required Qualifications and Experience

- University degree in Statistics, Monitoring & Evaluation, Social sciences, Population studies or related field.
- At least 2+ years of experience in monitoring and evaluation, preferably within the development sector
- Proven experience in designing projects for last-mile communities.
- Proficient in the Microsoft suite, especially Excel, Word and PPT.
- Data analysis and visualisation apps like Stata, PowerBi, ArcGIS.
- Demonstrated ability to write concise analytical briefs and communicate findings effectively.
- Experience engaging with local communities and leading field assessments.
- Excellent coordination, communication, and reporting skills.
- Strong stakeholder collaboration skills.

Raising The Village is an equal opportunity employer committed to diversity and inclusion. We highly encourage female candidates to apply.