

Humanitarian Planning Monitoring, Evaluations and Reporting Officer – Ukraine Appeal

Duty station:	Ukraine hosted by an ACT member
Contract type:	Local contract
Duration:	Until end of appeal period, i.e., end February 2024
Worktime:	100% FTE
Target start date:	Beginning of Sept 2022
Travel:	Occasional to Geneva and/or field locations
Experience:	5 years minimum with project or program coordination & monitoring responsibilities.

Application deadline: **31 August 2022**

About ACT Alliance

ACT Alliance is the largest coalition of Protestant and Orthodox churches and church-related organisations engaged in humanitarian, development and advocacy work in the world, consisting of more than 135 members working together in over 120 countries to create positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality in keeping with the highest international codes and standards. For more details about the general work of ACT, please refer to <http://www.actalliance.org/>

Major functions

The Humanitarian PMER Officer will report to the ACT Alliance Ukraine Appeal Coordinator and will be matrix managed by ACT's Humanitarian Operations Manager. The post's major functions include development of a PMER framework for the ACT Alliance Ukraine Appeal (UKR221), together with requesting (implementing) member organisations to the appeal. The post holder will strengthen the quality of PMER for all requesting members in the appeal and the secretariat by providing technical assistance and guidance across all relevant areas of PMER – planning, monitoring, evaluation/review, reporting, learning and accountability. She/he will provide capacity building support in PMER to staff of requesting members and the secretariat as required. The PMER Officer will work in close collaboration with the PMER/MEAL teams in requesting member organisations to coordinate data collection, analysis, feedback from affected populations and information to inform operational planning, decision-making and quality programming. She/he will also support the work of other appeals if capacity allows.

Duties and Responsibilities

Appeals & Rapid Response

- Develop a PMER framework with requesting members for the Ukraine Appeal UKR221.
- Provide technical advice and support to requesting members and the secretariat to ensure implementation of the Core Humanitarian Standards (CHS) and delivery of a high-quality response.
- Support the coordination of planning and reporting from the different requesting members.
- Monitor implementation of projects included in the appeal – this will include field and remote monitoring.
- Generate and disseminate regular PMER Appeal updates and overviews to the Humanitarian Team and relevant member organisations.
- Coordinate regular update meetings with the Humanitarian Team to ensure information exchange regarding the appeal.
- Review and approve all narrative reports and evaluations/reviews related to the Ukraine Appeal.

- Undertake monitoring visits as directed by the ACT Alliance Ukraine Appeal Coordinator or the Head of Humanitarian Affairs.
- Facilitate learning from the appeal and ensure learning is shared with members and the secretariat in a structured way.

Competences and behaviours

- Committed to the values of the ACT Alliance and takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team.
- Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity.
- Builds effective internal and external relationships, involves others when solving problems and treats others with consideration and respect in an alliance where faith is a key ingredient of people's lives.
- Passion for building and developing core skills for the role and contributes knowledge outside of immediate own role.

Working relationships

- Internally: collaborate closely with the Appeal Lead/Humanitarian Programme Officer for Europe, the Global Humanitarian Operations Manager, the Head of Humanitarian Affairs, and the wider humanitarian team, as well as other secretariat staff and consultants, as relevant.
- Externally: close collaboration with PMER/MEAL staff in requesting members and with other relevant partners and external donors.

Skills and experiences

- Relevant degree in Social Sciences, Development Studies, Sociology or equivalent, with a strong emphasis on quantitative studies and statistics related to PMER/MEAL
- Experience in designing and conducting impact assessments preferred.
- Practical experience with setting up and managing digitalized PMER/MEAL or project management systems in an international context.
- At least 5 years' experience with project or program coordination and monitoring responsibilities.
- Minimum of 3 years working experience in the humanitarian or development sector.
- Ability to work with tight deadlines and to deliver results with limited supervision.
- Ability to function under pressure and to handle multiple tasks simultaneously.
- Excellent organizational skills.
- Self-motivated and with a positive attitude.
- Precise, curious, analytical and organized mindset.
- Pays attention to detail and takes pride in delivering accurate, high-quality work.
- Flexible, innovative and effective in working collaboratively as part of a multicultural team.
- Excellent written and verbal communication skills in English; good knowledge of Ukrainian, Russian and/or and other relevant European languages is a strong asset.

HOW TO APPLY

Interested and qualified candidates should send only their CV and a cover letter, in English and by email only, to recruitment@actalliance.org by **31/08/2022 (24.00 CET)**. Please put **"PMER Officer Ukraine"** in the subject line and name your documents: "Firstname lastname CV" and "Firstname lastname Cover letter". Female candidates are strongly encouraged to apply.

ACT adheres to the SCHR misconduct scheme <https://www.schr.info/the-misconduct-disclosure-scheme>. As such, ACT will contact the current and/or former employer of the preferred candidate as part of reference checking, asking them to fill in a Statement of Conduct. **When applying for this position, please confirm in the body of the email** that you give your consent to ACT asking your current/former employer for a

Statement of Conduct should you be the preferred candidate and that you will provide the contact details of the relevant HR person/department that can provide such a statement.

Please note that only shortlisted applicants will be contacted.