

WE ARE HIRING

MEAL JUNIOR OFFICER – JAKARTA BASED

About Yayasan CARE Peduli (YCP)

Yayasan CARE Peduli (CARE Indonesia) is a humanitarian organization focused on disaster risk management, climate change adaptation and mitigation, biodiversity and environmental pollution, gender equality, and inclusion. CARE Indonesia is committed to overcoming poverty and creating social justice.

CARE Indonesia envisions a world filled with hope, cleanliness, inclusion, and social justice, where poverty is overcome, development is sustainable, and everyone lives safely and with dignity. CARE Indonesia missions aim to be a humanitarian and development actor that builds community resilience by alleviating poverty, realizing social justice, and ensuring a safe and clean environment.

Through a holistic resilience approach, CARE Indonesia's programs adopt an integrated approach to address identified issues, ensuring robust and sustainable outcomes. This approach balances the reinforcing relationships between economic growth, environmental management, and social justice, with gender equality at the core. The holistic resilience approach aligns with the sustainable development paradigm.

CARE Indonesia consistently ensures that its work aligns with national development priorities by integrating the aspirations and interests of the community with government plans and implementing sustainable practices. This approach refers to CARE Indonesia's agenda and contributes to the Sustainable Development Goals (SDGs).

Job Objective/Summary

The MEAL Junior Officer will be responsible for collecting, storing, analysing data and producing program/project related documentation and reports during the all programs/projects implementation period. This position will assist the MEAL Coordinator in implementing systems to ensure the effective, accurate and sustainable collection of information and data as it relates to YCP strategic objectives. S/he will ensure efficient and timely submission of accurate reports from all field sites and will maintain an appropriate filing system of received data and reports from partners and YCP staff.

Duties and Responsibilities

1. Program & Project Monitoring and Reporting

- Support to review weekly and monthly program/project reports and ensuring that necessary corrections have been done by program/project staff;
- Support the program/project team to carry out all routine monitoring and periodic evaluations;
- Prepare and provide reporting timelines and formats for scheduled Monitoring and Evaluation (M&E) reports as required;
- Ensure program/project staff update data accurately in accordance with the M&E schedule outlined in the project plan;

- Conduct On-Site Data Verification (OSDV) on predesigned monitoring instruments, through observation, personal interviews and taking photographs (if feasible) and ensure data quality checks before submission of final reports;
- Contribute to the preparation and compilation of quarterly, semi-annual and annual donor reports.

2. **Program & Project Design, Research & Evaluation**

- Support the MEAL Coordinator in designing and updating data collection and reporting tools/templates to meet donor reporting requirements;
- Support the roll-out and maintenance of M&E Frameworks/tools, including through trainings, technical visits, and studies;
- Support the implementation of assessments and project studies, ensuring active participation throughout the entire process, from planning through data collection to reporting, analysis, and drawing recommendations;
- Assist in reviewing and providing feedback on assessment reports or study reports prepared by partners;
- Assist in data processing and analysis during internal studies conducted by YCP.

3. **Data and Information Management**

- Collect and compile program/project data regularly from the field as outlined in the M&E plan, including reports submitted by the program/project team (Managers, Specialists and Project Officers) and those distributed to donors. Verify and triangulate data received from field and ensure validity and reliability;
- Track program/project's output and outcome level results on the periodic basis in close coordination with MEAL team;
- Assist the MEAL Coordinator in maintaining data collection systems (information to be collected, recording formats, schedules, persons in charge etc);
- Maintain and update the program/project database and documentation system with weekly and monthly data from the field;
- Periodically review the program/project database, and provide regular reports to the MEAL Coordinator;
- Work with the partners and YCP program/project Staff to ensure all reports are timely submitted.

4. **Accountability & Learning**

- Assist the MEAL Coordinator to prepare for and carry out regular meetings with program/project staff and local partners to identify, discuss and resolve challenges and issues, based on information sourced and analysed through the information collection, analysis and storage processes;
- Assist the MEAL Coordinator in updating the feedback and complaints mechanism (FAM) tools and support program/project team to analyze the result of data collection of FAM;
- Provide input and recommendations for improving the performance and support of the program/project component;
- Ensure that processes are in place to allow for systematic and inclusive feedback to communities and stakeholders on all evaluations undertaken;
- Identify strengths and weaknesses in existing data collection and propose solutions, suggesting ways to facilitate data management among program/projects' teams.

5. **Others**

- Conduct any other duties that may reasonably be assigned related to position's function. Task may expand or be adjusted in accordance to the real needs in the field;

Requirements

1. Education, experience and technical competencies

- Bachelor's degree in relevant area: Statistics, Social Science, International Development.
- Minimum 2 years experience working in non-government organizations/community development, development cooperation.
- Experience of development programmes an advantage, previous M&E experience in development sector is desirable.
- Have research skills, experience in data collection & analysis, and have excellent writing skills.
- Proven technical skills in monitoring and evaluation and experience with both qualitative and quantitative data collection and analysis is mandatory.
- Proficient in Windows, MS Office programs, email and familiar with database.
- Have experience using MEAL tools/data collection such as Kobo Toolbox, Google forms, CommCare or other similar software.
- Familiar with Information Management systems and analysis software (PowerBI, R, Python, Stata etc.) or with any coding language is a plus.
- Proficient in English (spoken and written), and excellent Indonesian.

2. Personal attributes & competencies

- Demonstrated commitment to integrity and accountability.
- Excellent interpersonal and communication skills, demonstrated the ability to effectively interact and work across teams, and an effective team player.
- Good analytical skills, capacity building and facilitation skills.
- Results-focused with ability to manage own workload proactively, with own initiative.
- Ability to multi-task and work well under time constraints, including capability to be flexible to respond to changing requirements.
- Committed to fostering respectful, collaborative, learning and empowering work culture.
- Commitment to values that YCP upholds, i.e. Integrity, Diversity, Equality, Excellence and Transformation. Commitment to gender equality and social justice.
- Commitment to Safeguarding Policy: Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse

HOW TO APPLY

YCP is an equal opportunity employer and we offer collegial working environment and competitive salary and benefits package. Applicants are invited to send a cover letter illustrating their suitability for the above position, and detailed curriculum vitae, with names and addresses of 4 (four) referees/direct supervisor (including telephone and email address).

Please submit your applications with the subject **# position applied__Your name #** to: ycp_recruitment@careind.or.id at the latest by **08/08/2025**.

**All applications will be treated confidentially. Only shortlisted candidates will be notified and invited for interview.*

**We do not provide correspondence related to this recruitment and do not provide notification of application/CV received.*

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organization and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.
