

# MEAL Officer (Assessment, Research & Surveys) - Dnipro, Ukraine

The MEAL Officer (Assessment, Research & Surveys) supports high-quality and timely measurement of programme results across DCA-NCA projects in Ukraine. The position also designs and supports surveys, assessments, evaluations, and other research activities, with a particular focus on identifying appropriate methodologies for measuring results across diverse programme areas. The role coordinates project indicators that require dedicated surveys or other data collection exercises for measurement across the project portfolio, maintains the relevant tracking system, and ensures that these measurements are planned, assigned, and completed on time. This position is not expected to personally conduct every survey but is responsible for ensuring that measurement approaches are appropriate, responsibilities are clear, and activities remain on track.

## **Responsibilities**

- Design and support quantitative, qualitative, and mixed-method surveys and assessments.
- Translate programme questions and indicators into appropriate methodologies, sampling approaches, tools, and analysis plans.
- Develop questionnaires, interview guides, FGDs, and other data collection tools.
- Support needs assessments, baseline/endline studies, PDMs, outcome monitoring, satisfaction surveys, and other programme-specific studies.
- Pilot tools, train data collectors, and support data quality assurance.
- Analyse and interpret quantitative and qualitative findings and clearly communicate results and limitations.
- Identify and propose improved or alternative methodologies where standard approaches are insufficient.
- Maintain and regularly update the survey-based indicators tracking table across projects.
- Ensure that indicators requiring dedicated data collection are identified, planned, and assigned to responsible stakeholders.
- Track timelines, methodology, target groups, responsibilities, and measurement status.
- Coordinate with MEAL colleagues, programme teams, partners, and other stakeholders to ensure measurements are completed on time.
- Flag indicators at risk of delay or missing measurement and follow up with responsible colleagues.
- Support clarification of measurement methodology where indicator requirements are unclear.
- Consolidate upcoming surveys and assessments to support MEAL work planning and prioritisation.
- Support and conduct monitoring activities in Dnipro and the respective area of responsibility, in coordination with other MEAL team members covering other locations.
- Provide methodological advice to programme and MEAL teams.
- Train staff, partners, and enumerators on research methods, tools, and data collection.
- Support harmonisation of research and assessment approaches across projects where appropriate.
- Ensure research activities follow data protection, confidentiality, informed consent, and relevant ethical standards.

## **Requirements**

- University degree in Sociology, Social Sciences, Statistics, Psychology, Public Policy,

Research Methods, or a related field. Additional training in research methodology, statistics, or evaluation is an advantage.

- At least 2 years of relevant experience in applied research, assessments, evaluations, MEAL, social research, or a related field.
- Experience designing surveys or assessments and developing data collection tools.
- Experience with sampling, data collection, quality assurance, analysis, and interpretation. Humanitarian or development experience is an advantage but not mandatory.
- Strong understanding of quantitative and qualitative research methods.
- Practical knowledge of sampling, questionnaire design, bias, representativeness, and research limitations.
- Ability to select appropriate methodologies for different programme contexts.
- Experience with KoboToolbox, MS Forms, Survey123, or similar platforms. Strong Excel skills. Experience with R, Python, or similar analytical software is an advantage.
- Knowledge of data protection principles, including GDPR.
- Fluency in Ukrainian (written and spoken)
- Working ability in English is desired
- Strong analytical and problem-solving skills.
- Ability to work with complex or unclear measurement questions.
- High autonomy and good organisational skills. Strong communication and coordination skills.
- Proactive approach to improving methodologies, tools, and working methods.

#### **Our Benefits**

- Official employment with the fixed term agreement for 1 year (with extension possibility)
- Reservation from the military conscription
- Competitive salary
- Premium medical insurance
- English courses
- Psychological support service for staff
- Free training platform Fabo available for all employees
- National holidays
- Working in the international and multicultural team

Work related travels are expected in this position.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.