

Community Liaison Assistant - Monitoring, Evaluation, Accountability and Learning (MEAL)

DanChurchAid (DCA) Kenya is seeking a qualified candidate to fill the position of Community Liaison Assistant (MEAL) in the location outlined below to support the implementation of Monitoring, Evaluation, Accountability and Learning (MEAL) activities across DCA projects in Kakuma. The role focuses on supporting data collection, analysis, reporting, accountability mechanisms and learning processes that strengthen programme quality and evidence-based decision-making.

The post is ideal for a dynamic, proactive young graduate who is passionate about data, accountability, community engagement, and humanitarian and development programming.

Duty Station: Kakuma, Turkana County

Reports to: MEAL Officer

Contract Type: Full-time

Start Date: As soon as possible

Key Responsibilities

A. Support to MEAL Systems and Processes

- Assist in the implementation of project MEAL plans under the guidance of the MEAL Officer.
- Support the development, testing and deployment of data collection tools.
- Assist in data entry, verification, cleaning and organization of project datasets.
- Support tracking and monitoring of project indicators.
- Contribute to the preparation of MEAL reports, dashboards and data summaries.
- Maintain organized records of MEAL documentation and databases.

B. Monitoring, Data Collection and Reporting

- Conduct field visits to monitor project activities and collect quantitative and qualitative data.
- Support regular assessments, monitoring exercises, post-monitoring activities and evaluations.
- Assist in maintaining Indicator Performance Trackers (IPTs) and other project monitoring systems.
- Document success stories, lessons learned and significant changes from project interventions.
- Support the organization and facilitation of learning and reflection sessions at field level.
- Ensure timely and accurate collection and submission of field data.

C. Accountability and Community Feedback

- Support the operation of the Complaints and Feedback Mechanism (CFM).
- Receive, record, categorize and track beneficiary feedback and complaints.
- Ensure confidential and timely handling of community feedback in line with DCA accountability standards.
- Conduct community awareness sessions on available feedback channels and response mechanisms.
- Support regular analysis of feedback trends and preparation of accountability reports.
- Promote beneficiary participation and accountability throughout project implementation.

D. Learning, Knowledge Management and Capacity Building

- Support documentation of lessons learned, best practices and project achievements.
- Assist in compiling learning products and knowledge-sharing materials.
- Provide logistical and administrative support during MEAL trainings, workshops and data collection exercises.
- Support field teams and partners in understanding and applying MEAL tools and processes.
- Contribute to continuous improvement of programme quality through evidence-driven learning.

E. Coordination and Collaboration

- Work closely with project officers, field assistants and partner MEAL focal persons to support

effective data flow and reporting.

- Participate in project meetings, field visits, assessments and review sessions.
- Collaborate with programme teams to strengthen monitoring and accountability practices.
- Support coordination of field data collection and reporting activities across project locations.

Required Qualifications

Education

- Bachelor's degree in Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, Community Development, Economics, Information Management, or a related field.

Technical Skills

- Basic understanding of Monitoring, Evaluation, Accountability and Learning (MEAL) principles.
- Experience or familiarity with data collection and management tools such as KoboCollect, ODK, CommCare, Excel or related platforms.
- Ability to collect, clean, organize and analyze data accurately.
- Good report-writing and documentation skills.
- Knowledge of accountability and feedback mechanisms is an added advantage.

Soft Skills

- Strong communication and interpersonal skills.
- High attention to detail and commitment to data quality.
- Strong organizational and time-management skills.
- Ability to work independently and within multidisciplinary teams.
- Ability to interact respectfully with refugee and host community populations.
- Demonstrated integrity and commitment to confidentiality.

Experience

(Any of the following is desirable but not mandatory for a graduate-level role.)

- Experience supporting data collection, surveys, monitoring activities or research assignments.
- Experience working with communities in humanitarian or development settings.
- Previous internship, volunteer or project experience related to MEAL, research or programme support.
- Familiarity with digital data collection systems and reporting processes.

Personal Attributes

- Passion for learning, data and evidence-based programming.
- Strong analytical and problem-solving abilities.
- Cultural sensitivity and ability to work effectively in diverse communities.
- Positive, flexible and proactive attitude.
- Commitment to accountability, transparency and safeguarding principles.

Child Protection, Safeguarding & PSEA

The Community Liaison Assistant (MEAL) must adhere to all organizational safeguarding, Code of Conduct and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policies and will be required to report any concerns immediately.

How Success Will Be Measured

- Timeliness and quality of data collected and reported.
- Accuracy and completeness of project monitoring datasets.
- Effective operation and documentation of accountability and feedback mechanisms.
- Quality of reports, learning products and documentation produced.
- Contribution to improved programme quality, accountability and evidence-based decision-making.

About DCA

DanChurchAid (DCA) is working in Turkana, West Pokot, Baringo, Elgeyo Marakwet, Nyandarua, Nakuru, and Nairobi counties with refugees and local communities to enhance peace, livelihoods, and resilience. DCA implements projects directly as well as through local partner organizations. For more information on DCA, please visit <https://www.danchurchaid.org/>

The position is for 4 months.

DCA offers a competitive salary package in accordance to experience and DCA Kenya HR Manual.

How to Apply

Apply online through: <https://dca.career.emply.com/en/national-positions>

The deadline for applications is **17th July 2026**

This position is strictly open to candidates from Turkana County, including refugees residing in Kakuma Refugee Camp and Kalobeyi Settlement. All applicants, including those with refugee status, will be hired subject to statutory requirements. Refugee applicants must have a valid refugee status (refugee ID card) and be willing to apply for a Class M work permit, with support from DCA.

All applications must be channeled through the online recruitment system.

Only short-listed candidates will be contacted.

DCA conducts a thorough 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 period.

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.