

# MEAL Coordinator - Gambella

## Vacancy Announcement

### MEAL Coordinator - Gambella

Dan Church Aid (DCA) is a Denmark-based international NGO registered under certificate # 1083 by the Authority for Civil Society Organizations and working to improve the wellbeing of particularly the rural and pre-urban people in Ethiopia. DCA's Programme mainly focus on save live, building resilience and fighting inequality targeting highly disaster-prone areas in Oromia, Amhara, Afar, and Gambella regions.

Currently, the DCA Ethiopia Office is looking for a competent MEAL Coordinator. The MEAL Coordinator, play leading role for the development of effective M&E systems at field office level & lead field level MEAL and documentation system.

**Vacancy Number:** DCA-Eth/VA-020/2026  
**Vacancy Date:** July 08,2026  
**Post Title:** MEAL Coordinator  
**Required number:** One  
**Type of Contract:** One year with a possibility of extension depending on Funding.  
**Duty Station:** Gambella  
**Reporting to:** Programme Area Manager  
**Expected Start Date:** August 1,2026  
**Application Deadline:** July 17,2026  
**Salary:** According to DCA national staff salary scale

### Position Objective

DCA Gambella Field Office implements a portfolio of humanitarian and development programming for South Sudanese refugees and host communities, including the EU INTIPA climate smart livelihood project in Luakdong host community, implemented with consortium partners, and the Humanitarian Crisis Fund (HCF) emergency fresh food e-voucher response in Luakdong refugee camp. DCA is looking for a competent MEAL Coordinator to lead monitoring, evaluation, accountability, and learning across these interventions, and to coordinate key food security and livelihood (FSL) deliverables that ensure program quality on the ground.

### Purpose

The MEAL Coordinator leads the monitoring, evaluation, accountability, and learning (MEAL) function for DCA's programmes in Gambella, including the EU INTIPA Climate-Smart Livelihoods Project and the HCF Emergency Fresh Food Voucher Response in Luakdong. The role is responsible for establishing and maintaining effective MEAL systems; ensuring quality data collection, analysis, and reporting; facilitating assessments, surveys, evaluations, monitoring visits, and learning processes; and strengthening accountability to beneficiaries, donors, and partners. The coordinator also oversees key food security and livelihoods coordination tasks, including beneficiary verification, market monitoring, and the technical quality of livelihood and e-voucher interventions, while providing technical support to project staff and contributing to overall programme and team management in collaboration with the Program Area Manager.

### Engagement:

- Lead the design, implementation, and continuous improvement of MEAL systems, tools, and processes, ensuring alignment with DCA standards, donor requirements, and humanitarian accountability frameworks.
- Collaborate closely with Programme Managers, technical teams, and support functions to integrate monitoring, accountability, learning, and evidence generation into project implementation.
- Provide technical leadership and guidance to project staff on MEAL systems, data quality, reporting, accountability mechanisms, and results-based management.
- Facilitate regular review, reflection, and learning sessions to support adaptive management and evidence-based decision-making.
- Promote a culture of accountability, learning, data utilization, and performance management across project teams.
- Support project design, proposal development, logframe design, indicator formulation, target setting, and results framework development.
- Strengthen staff capacity through coaching, mentoring, training, and technical support.
- Represent DCA in MEAL-related coordination forums, technical working groups, clusters, and stakeholder meetings.

- Maintain effective working relationships with RRS, UNHCR, government authorities, donors, consortium members, implementing partners, and other humanitarian actors.
- Collaborate with partners to strengthen data quality, accountability systems, learning initiatives, and programme effectiveness.
- Engage with communities and beneficiaries to promote Accountability to Affected Populations (AAP).
- Contribute to organizational visibility through reports, case studies, success stories, learning briefs, and other evidence products.

#### Delivery

- Lead the establishment, implementation, and continuous improvement of project MEAL systems, including MEAL Plans, DIPs, IPTTs, databases, dashboards, and digital data collection platforms.
- Ensure timely collection, verification, analysis, interpretation, and reporting of high-quality quantitative and qualitative data.
- Coordinate assessments, baseline studies, post-distribution monitoring, DQAs, end-line surveys, evaluations, and other MEAL-related activities.
- Monitor project progress against indicators, targets, budgets, and expenditure plans, providing timely analysis and recommendations.
- Maintain robust data management systems that ensure data accuracy, integrity, confidentiality, accessibility, and compliance with data protection requirements.
- Produce and review high-quality donor, partner, and internal reports.
- Manage Accountability to Affected Populations (AAP) mechanisms.
- Facilitate learning, knowledge management, and evidence generation processes.
- Conduct regular field monitoring visits to assess implementation quality and verify results.
- Ensure compliance with CHS, Sphere Standards, safeguarding, gender, inclusion, and data protection requirements.
- Promote the effective use of KoboToolbox, ODK, RedRose, Power BI, and other digital platforms.
- Strengthen the capacity of staff and partners through coaching, mentoring, training, and technical support.

#### Job Requirements

- Master's degree in statistics, economics, development studies (Agricultural Economics) or another related fields.
- Minimum six years of relevant experience in MEAL, program quality, or related humanitarian/development work.
- Proven experience designing and managing MEAL systems, including DIPs, IPTTs, digital data collection platforms, data quality assurance, analysis, and reporting.
- Strong understanding of humanitarian programming, accountability frameworks, and international standards, including CHS and Sphere.
- Experience working with NGOs and humanitarian agencies, preferably in refugee and displacement settings.
- Good knowledge of the refugee response context in Ethiopia, particularly in Gambella, is an advantage.
- Proficiency in digital data collection and analysis tools such as KoboToolbox/ODK, Excel, Power BI, RedRose or similar platforms.
- Strong analytical, report-writing, communication, facilitation, and stakeholder engagement skills.
- Ability to work independently, manage multiple priorities, and support teams in a dynamic

operational environment.

- Good knowledge of the operational area is advantageous.

**How to apply**

*Interested and qualified applicants should apply for the post via the below link.*

*DCA is an equal opportunity employer, and all interested candidates are encouraged to apply regardless of age, race, gender, marital status and religious, political or ethnic affiliation. Please don't mention your religious or ethnic affiliation in your application.*

*Please Submit only an application letter and CV.*

*Only shortlisted candidates will be contacted.*