**Job Advertisement**

**JOB DESCRIPTION**

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| **Job title** | Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer | **Office** | **Vientiane, Laos** |
| **Type of employment** | One year contract (possible renewable) | **Department** | Program |
| **Net salary** | $450-$650 | **Reports to** | Country Director |

**Background**: For more than 40 years, Action Education has worked for access to quality education in Africa, Latin America-Caribbean, South Asia, Southeast Asia and Europe. We run 91 projects in 20 countries, including France, for over 1.5 million people. AE Laos, which started its program in 2006, has been implementing several education projects.

**Our Vision:** Education is a fundamental right. Action Education defends the right to quality education for all and works to ensure that this right is respected in all the countries where it operates. Free, inclusive and quality education is a fundamental, compulsory and non-negotiable right for all children and adults worldwide.

**Position Overview:** The Monitoring, Evaluation, Accountability and Learning (MEAL) Officer will play a crucial role in overseeing the monitoring, evaluation, and capitalization activities of our programs based in Vientiane, Laos. This position involves leading data collection, analysis, and reporting efforts to track project progress and impact, as well as spearheading knowledge management and capitalization initiatives. The MEC Officer will collaborate closely with program staff to ensure high-quality data collection and reporting, thereby enhancing the effectiveness and accountability of our programs.

**Key Responsibilities:**

***Strategic Planning and Coordination:***

* Develop and implement strategic plans for monitoring, evaluation, and capitalization activities in alignment with AE requirement, program objectives, and donor requirements.
* Coordinate closely with program teams and stakeholders to ensure seamless integration of MEC activities into project implementation.

***Data Management and Analysis:***

* Conduct data collection, management, and analysis processes to ensure the accuracy and reliability of project data.
* Analyze monitoring data to assess project progress, identify trends, and inform decision-making.

***Reporting and Communication:***

* Prepare and disseminate regular reports on project performance, including key indicators, outputs, and outcomes to relevant team.
* Communicate MEC findings effectively to internal and external stakeholders through presentations, reports, and other communication channels.

***Knowledge Management and Capitalization:***

* Draft the documentation and sharing of lessons learned, best practices, and success stories across projects.
* Lead efforts to capitalize on project knowledge and disseminate findings to inform program design and implementation.

***Capacity Building and Training:***

* Provide training and capacity-building support to project staff on MEC methodologies, tools, and best practices.
* Mentor and coach staff to enhance their understanding and utilization of MEC data for decision-making.

***Quality Assurance and Compliance:***

* Ensure compliance with MEC standards, protocols, and donor requirements throughout project implementation.
* Conduct regular quality assurance assessments to maintain data integrity and reliability.

***Qualifications and Experience:***

* Bachelor's degree in a relevant field such as statistics, social sciences, international development, or a related discipline.
* Minimum of 3-5 years of progressive experience in monitoring, evaluation, and capitalization, preferably in the development sector.
* Strong technical expertise in MEC methodologies, data analysis, and reporting.
* Demonstrated leadership and project management skills, with the ability to effectively coordinate MEC activities across multiple projects.
* Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
* Fluency in English and Lao languages, both written and spoken.

**Application Process:**

Interested candidates should submit a cover letter and updated CV highlighting relevant experience and qualifications **to chindavanh.vongvilay@action-education.org**. Please indicate "MEC Officer Application" in the subject line. Only shortlisted candidates will be contacted for interviews.

***Deadline for Application: 15 Mar. 2025***

Action Education is an equal opportunity employer committed to diversity and inclusion. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Please note that only shortlisted candidates will be contacted for further consideration.