



Your expertise in humanitarian and development programming enables a future worth living for children!

As the largest independent children's rights organisation in the world, Save the Children has been working specifically for the rights of children since 1919. In Switzerland and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm.

For our offices in Zurich the International Programmes Department is looking for a:

MEAL Programme Officer (100%)

Starting date: 01.03.2024 or as per arrangement

In our dynamic International Programmes team, you will be reporting to the Program Manager Child Protection and Accountability and providing MEAL technical expertise at project and department levels. Your main responsibilities will include:

- 1) Providing MEAL technical support to the International Programme's team throughout the project cycle.
- 2) Leading on the development and implementation of Save the Children Switzerland's MEAL framework and processes, including the Evaluation and Learning Policy and agenda.
- 3) Supporting the monitoring and steering of the International Programme strategy.

What makes your role special

You will have a transversal role within the department and will ensure high-quality MEAL standards and processes are in place. You will contribute to internal technical approaches, evidence generation and standard setting relating to MEAL. At the project level, you will be involved in the full project cycle and support project teams at Switzerland and country office level in the development and implementation of strong project related MEAL systems and practices. Moreover, you will take the leadership in developing, strengthening and managing Save the Children Switzerland's MEAL framework and processes, including the Evaluation and Learning Policy and agenda. You will be responsible for evidence generation, internal and cross-sectoral learning, as well as accountability. You will also ensure that best practices and learnings are systematically captured, disseminated and used to improve programming.

What we are looking for

- Master degree in a relevant subject or equivalent working experience.
- At least three years of relevant working experience, ideally including field assignments.
- Demonstrated ability to design and establish MEAL systems and processes.
- Strong skills in collecting, analysing, interpreting and encouraging the use of both qualitative and quantitative data.
- Knowledge and experience with major evaluation approaches and types.
- Ability to train staff in M&E, participation and accountability approaches.
- Ability to write clear and well-argued assessments, documents, reports.
- A flexible and initiative-taking, proactive, inspiring attitude with the ability to manage an unpredictable workload and to work effectively with teams from across the globe.
- Excellent written and verbal communication skills in English. German or French a plus.
- Dedication to personal development and to the development of others.
- A commitment to Save the Children's mission and values.
- Previous experience using children-friendly participatory methodologies and/or in one of Save the Children Switzerland's core thematic area and/or in statistical and qualitative analysis software, a plus.

What we can offer

- An exciting, meaningful challenge in an international environment
- Extensive exposure to the international aid and development sector
- A very professional but uncomplicated working culture in a diverse team
- Flexible working hours, home office option and central offices in Zurich
- A competitive remuneration and social benefits package

We promote diversity in our team and therefore welcome applications from people of diverse nationality(ies), ethnic and social origin, religions, sexual orientation and identity, different ages and genders, as well as people with disabilities.

The UN Convention on the Rights of the Child is the basis of all our work. Our child protection policy requires that all employees sign our child safeguarding declaration and hand in their criminal record.

Planned interview dates

- 1st interview: 27th and 28th February (virtually)
- 2nd interviews: 5th March (in Zurich)

Interested? Please send a complete application via email jobs@savethechildren.ch.