



The Vanuatu Society for People with Disability (VSPD) is a national wide Non-Government Organization which assists people with disabilities to participate as fully as possible in Community life in Vanuatu. VSPD has been providing support and services for people with disabilities in Vanuatu for more than 30+ years. Our services include early intervention, community based rehabilitation, advocacy and awareness relating to disability and the rights of people with disabilities.

Due to continued growth, we are now seeking expressions of Interest for a Gender & MEAL officer who will be based in Port Vila.

Position Description			
Position Identification			
Title	Gender & MEAL Officer – Port Vila	Job Status	Contract
Reporting to	Program Manager	Date Effective	
Purpose of Position			
<p>The Gender & Monitoring, Evaluation, Accountability and Learning (MEAL) officer is responsible for all planning, monitoring, documentation, learning and research activities, both quantitative and qualitative, for Vanuatu Society for People with Disability. She/he will work to identify and address the particular barriers and additional discrimination facing women and girls with Disability in Vanuatu. This Gender & MEAL Officer also support the development of gender sensitive monitoring and evaluation procedures and system for improving the gender equality and human rights for women with disability. As we are Operate in a small scale, the principal role of the Gender & MEAL officer is to ensure the operations of monitoring, evaluation and learning systems are carried out efficiently. You will be able to help shape and drive our approach to MEAL, designing tools and needs assessments: you will need to be working in the field collecting data, and you will involve in projects.</p>			

Main Responsibilities:

Under the supervision of the Program manager the Gender & MEAL officer will work to complete the following:

Gender Duties & Responsibilities:

- A commitment to support gender equality in the implementation of all VSPD in all program and services.
- Ensure the needs of women and girls with disability are central to this role.
- Provide advice and support to the fieldworkers in the Implementation of the key gender components across the crisis response interventions
- Analyse and ensure the interventions are sensitive to issues of inclusion
- Liaise with key stakeholders, NGOs and donors in the region to facilitate and enhance contribution towards gender equality agendas.
- To attend gender focused conferences and trainings.
- Provide brief updates on the development of gender related issues on women and girls with disabilities throughout Vanuatu.
- Ensure that cross-cutting issues of gender equality, diversity and rights-based approaches are addressed in the development of designs and monitoring, evaluation, accountability and learning plans

MEAL Responsibilities:

- In collaboration with the Program manager and relevant project staff, support the good quality design and development of comprehensive monitoring and evaluation frameworks and detailed plans for each project
- Support program teams to collect relevant monitoring data including comprehensive baseline data
- Ensure that monitoring tools are simple, standardized, and capture outputs, outcome and impact related information in accordance with donor's requirements
- Organize meetings or training as needed for sharing information, feedback on findings and making suggestions and recommendations for program improvement
- Undertake regular field visits to support teams in monitoring, analysis of information collected and make appropriate recommendations to the VSPD field officers team
- Assist Program Manager in the preparation of reports on the findings and lessons learned from project innovations.

Working Relationships
<p>Position is responsible for: N/A</p> <p>Internal relationships: Program Manager , all staff, volunteers</p> <p>External relationships: Vanuatu Government, NGOs, other stakeholders</p>
Work Related Requirements & Qualifications
<ul style="list-style-type: none"> • Relevant diploma, certificate and/or Vocational Training in monitoring and evaluation, development studies, program management with 2-3 years relevant work experience, preferably in monitoring and evaluation preferably with an International Non-Government Organization (NGO) • Strong communication, facilitation and translation skills in Bislama and English • Experience in training and facilitation and support of others in the development of Gender & MEAL frameworks/plans. • Ability to analyse intricate information and accurately communicate/report on findings • Demonstrated ability to take direction and to work as part of a team • Demonstrated organizational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment • Demonstrated experience in following standard policies, procedures and processes • A willingness to learn about VSPD, gender equality and resilience projects • Ability to use Microsoft Office with knowledge in Microsoft Word, Power Point and Excel, Kobo an asset. •
Other Important Dimensions
<ul style="list-style-type: none"> • Accept reasonable orders and carry out additional tasks as directed by supervisor • Demonstrate an on-going commitment to gender equality, diversity and child protection over people with disability.

Applications

- Please submit your applications & Current CV to hrvspd@gmail.com or to the VSPD office (Colardeau, near Litchees Store) and the Ex Women’s Correctional Center). Also our PO Box address is 373, Port Vila.
- Further questions can be directed to Tiffany Joely, the Human Resource Officer, Ph. 5059898. **Applications close 5pm Friday 31st Dec 2021.**

- “We are a child safe and friendly organisation and will ask all applicants to undergo our child safe recruitment procedures and sign our Child Protection Policy. We strongly encourage people with disabilities to apply.”