

## MEAL Officer (Lebanon) Job Description

### MEAL Officer, Lebanon

- 3 days per week, in Ashrafieh office, ideally starting by 1st of September 2024 (with possibility of moving to 4 days per week in 2026)
- Between 1,239 and 1,406 USD per month (including tax & social security)
- 1-year contract with high likelihood of renewal for four years based on performance (with 3-month probation period)

**Seenaryo** is seeking a MEAL Officer to support the Seenaryo team in Lebanon. This position will be based in our office in Ashrafieh, Beirut, with visits to projects in schools across Lebanon and regular contact via Zoom with our teams in the UK and Jordan. This role will be primarily focused on tracking Seenaryo Playkit program performance and progress, ensuring accountability to stakeholders, facilitating learning, and improving program design and implementation. The MEAL Officer reports to Seenaryo's Programme Manager and works closely with the whole Lebanon team, as well as all individuals involved in the Playkit programme including Playkit Project Manager, Communication and Engagement Officer, Senior Education Manager in Jordan, and the directors. S/he should have a minimum 3 years in monitoring and evaluation of development projects, preferably in education. S/he should have a passion for education and arts.

### Responsibilities:

- Develop and implement the project MEAL plan and data collection plan in discussion with the project team
- Support the design and implementation of the children's participatory evaluation
- Lead on all field data collection exercises
- Train and support project team including facilitators to conduct surveys, FGDs and observations in schools
- Conduct regular monitoring visits to schools
- Track the project deliverables and indicators, flagging any issues and concerns
- Produce analytical qualitative and quantitative reports
- Assist the project team in documenting lessons learnt and reports
- Assist in reviews and learning events
- Review, adapt and streamline Seenaryo's existing MEAL tools and practices across the organisation
- Contribute to the development of a Qlik platform for data analysis and be responsible for uploading data and generating reports using the Qlik system
- (Potential to) manage relationships with external independent evaluators and additional MEAL consultants

As part of an ambitious and growing organisation the role will also involve engaging with the Lebanon team and wider organisation in other tasks not listed above, within reasonable expectation and in

agreement with the MEAL Officer's line manager e.g. contributing to the organisation's Theory of Change, general MEAL tools and plans, etc.

### Essential Qualifications and Experience:

We are looking for someone with:

- Bachelor's Degree or Technical degree in information management, statistics, social sciences or a related field
- Minimum of three years' experience in MEAL in the education and/or non-profit sectors
- Strong knowledge in quantitative and qualitative data collection, collection, analysis and management
- Ability to lead and train staff and volunteers
- Demonstrated ability to effectively integrate MEAL practices with project requirements
- An ability to self-motivate, take initiative, work independently and within a team
- A high level of organisational skills and an ability to multitask while maintaining attention to detail
- Strong experience using MEAL tools and business analytics systems (like Qlik, Kobo, ODK), Microsoft Office and Google Suite (including Excel/Spreadsheets and Powerpoint/Slides), Google Drive and Zoom
- Fluent written and spoken Arabic and English
- Experience in education, arts (particularly theatre), and/or the non-profit sector (preferred)
- Driver's licence and car (preferred)

### How to apply

To apply, please fill out [this application](#) form by **Tuesday, 6 August 2024 at 11 pm (Beirut time)**. We will contact the shortlisted candidates for interviews after the closing date.

### About Seenaryo

[Seenaryo](#) is a leading specialist in theatre and play-based learning with under-served communities in Lebanon, Jordan and Palestine. We use theatre and play to transform education and support people to learn, lead, heal and thrive in their classrooms and communities. Having reached over 135,000 children, youth and women since 2015, Seenaryo was winner of the Arts, Culture & Heritage prize at the 2023 UK Charity Awards, has received a 2023 Innovation Award from TheirWorld, and was one of Expo 2020 Dubai's 120 Global Innovators.

In 2023, Seenaryo created 44 original theatre productions. We also trained 834 teachers to transform learning through play using the Seenaryo Playkit mobile phone app, reaching 12,645 schoolchildren.

### About Seenaryo Playkit

The Seenaryo Playkit is an app that transforms early childhood teaching and learning through play. Designed for teachers of 3 - 8 year olds in the least-resourced schools in Lebanon and Jordan, it is a huge bank of songs, games, interactive stories and classroom management techniques, all easily searchable by topic, age group or activity type and applicable to any early years curriculum. The app features how-to videos, music tracks and printable flashcards - all in Arabic, English and French. The Playkit app is usually accompanied by a 3-day teacher training. It aims to build children's core life skills - cognitive & language, social & emotional, and physical - with the ultimate aim of increasing the child's chances of success in school and in later life.

For more information about the Seenaryo Playkit, please visit [www.seenaryoplaykit.org](http://www.seenaryoplaykit.org) or download the app by searching for Seenaryo Playkit on the Apple Store or Google Play.