

<b>Directorate:</b>	Programmes
<b>Reporting to:</b>	Programme Quality Assurance Manager
<b>Contract type:</b>	Permanent

## Working at Mary's Meals International:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

## Role purpose:

This role is vital to ensuring that our School Feeding Programme is working towards programme excellence. The role holder will be an active member of the Programme Quality Assurance team, and be responsible for reviewing data that the Delivery team provides, ensuring it is robust, verified and that data gaps are addressed. The role holder will be responsible for identifying data trends and issues within our school feeding programme..

## Key responsibilities & activities:

### Programmatic Excellence

- Support the implementation of the programmes Quality Assurance strategies and systems for collecting, tracking, analysing, and reporting on key data within programmes in support of the Programme Delivery Lead
- Effectively implement field monitoring tools for data quality assurance, including reviewing, consolidating, and reporting.
- Conduct data quality checks in compliance with our School Feeding Delivery Model (SFDM) and MEL Strategy
- Conduct checks to ensure that School Feeding Officers are following data collection SOPs and processes.
- Identify and flag anomalies in data quality through to the Data Quality Assurance Manager
- Liaise with the Programme Delivery team and the Programme Development team to identify key programme development issues and trends.

### Other

- Any other duty as assigned from time to time.

## Additional information:

- To represent Mary's Meals externally as required, and appropriate, with communities, schools and other stakeholders
- This role undertakes regulated work with children and is required to register with the Protected Vulnerable Group Scheme or local equivalent.
- **Essential skills & experience required for this role:**
  - Strong commitment to Mary's Meals vision, mission and values
  - A university Diploma (Dip) in a M&E related field in the social or health sciences
  - Excellent written and oral English skills, fluency in one or more local languages
  - Robust quantitative data collection, analysis and interpretation skills.
  - Proven IT skills, including Microsoft Office, including Excel,
  - Good attention to detail
  - High analytic skills
  - Ability to work independently, under pressure and meet deadlines

## Mary's Meals 7S Competencies:

As an employee Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

<b>Self</b>	<ul style="list-style-type: none"> <li>• I build and demonstrate resilience</li> <li>• I lead by example</li> <li>• I am authentic and true to Mary's Meals values</li> <li>• I develop myself and set stretching goals</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• I have a vocational attitude to my work</li> <li>• I inspire hope in others</li> <li>• I build belief that even difficult challenges can be solved</li> <li>• I am committed to serving and enabling all who want to be part of the global movement</li> <li>• I work to ensure our future will be even better than our past</li> </ul>
<b>Simplicity</b>	<ul style="list-style-type: none"> <li>• I communicate effectively</li> <li>• I follow clear decision-making criteria</li> <li>• I create plans that are easy to follow and contribute to organisational goals</li> <li>• I embrace inclusivity and diversity</li> <li>• I focus on delivering results</li> </ul>
<b>Stewardship</b>	<ul style="list-style-type: none"> <li>• I pay attention to the things that matter most – (a) our physical resources; (b) our people</li> <li>• I nurture, develop and respect our relationships with external stakeholders</li> <li>• I deliver on my promises</li> <li>• I am happy to be held accountable and to hold others to account</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• I have a point of view about the future</li> <li>• I know our stakeholders and see our priorities clearly</li> <li>• I help others to work in ways that have the greatest impact</li> <li>• I work to deliver my objectives</li> </ul>
<b>Strengthen</b>	<ul style="list-style-type: none"> <li>• I contribute to a positive work environment</li> <li>• I help and support those around me</li> </ul>

## Success

- I am a catalyst for change
- I maintain my technical competence
- I contribute to the success of my team
- I am accountable
- I embrace change

## Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual MAP process.