



## GOAL HAITI JOB DESCRIPTION

|                  |                                                |
|------------------|------------------------------------------------|
| Job title        | Deputy MEAL Manager                            |
| Reporting to     | MEAL Manager                                   |
| Job Location     | Carrefour with frequent travel to Petion-Ville |
| Durée de Contrat | 12 month                                       |
| Date de début    | July 2026                                      |

### General Overview of GOAL Haiti Programmes

GOAL is an international humanitarian aid agency operating in 13 countries in the Middle East, Africa and Latin America. Last year, it reached more than six million people in need through nutrition, health, livelihoods and emergency response programmes.

GOAL Haiti intervenes in Haiti mainly in vulnerable neighbourhoods in the metropolitan area of Port-au-Prince and Jérémie. Since its arrival in Haiti in 2010, GOAL has been helping the most vulnerable people affected by disasters. Today, GOAL is in a phase of strategic transition between emergency, rehabilitation and development. GOAL's new Community Development Programme is based on 4 central pillars: Urban Planning-Building Back Better (through training and campaigning), Resilience, Community Disaster Risk Reduction and Economic Development in all its programmes. GOAL takes an approach based on community engagement and participation.

### Summary of Position

The MEAL Deputy Manager will provide technical expertise and operational leadership to support the MEAL Manager in ensuring that GOAL's MEAL systems are implemented effectively across the portfolio. S/he will lead the implementation of MEAL activities in the Carrefour area and will have direct line management responsibility for the MEAL team (Officers and Assistants) based in this location. The Deputy Manager will supervise day-to-day MEAL activities, support capacity building of team members, and ensure high-quality data collection, analysis, and reporting. S/he will work closely with the MEAL Manager to ensure coordination between Carrefour and other programme areas and will serve as a critical link between field-level MEAL activities and programme management.

### Duties, Objectives and Competencies

#### Leadership and Team Management

- Directly manage and supervise the MEAL Officers and Assistants assigned to the Carrefour programme area, providing regular feedback, coaching and mentoring.
- Ensure performance management practices are implemented for direct reports, including individual planning, regular supervision meetings, and performance reviews.
- Support the MEAL Manager in the implementation of GOAL's Monitoring Frameworks, guidelines and SOPs.
- Provide capacity building and technical support to MEAL and Programmes teams on MEAL systems, processes and practices.
- Oversee the coordination and alignment of MEAL work within the Carrefour programme, ensuring harmonization of data management structures and instruments with other GOAL programme areas.



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### Implementation and Data Management

- Lead the preparation and implementation of MEAL activities, data collection tools, and monitoring systems.
- Support data collection activities in Carrefour, including overseeing field data collection, ensuring quality protocols are followed, and monitoring enumerator performance.
- Coordinate the digitalization and management of data collection tools, ensuring data systems are properly maintained and accessible.
- Support the recruitment, training and ongoing management of enumerators for data collection activities in the Carrefour programme.
- Conduct data quality checks and data cleaning activities, working with the MEAL Manager to ensure data integrity and accuracy.
- Lead data analysis activities using the tools and frameworks established by the MEAL Manager, producing insights that support programming decisions.
- Contribute to the preparation of MEAL reports and documentation, including activity reports, progress updates and quarterly reports.

### Monitoring, Evaluation and Learning

- Collect and manage Means of Verification (MoV) from Carrefour programme activities, ensuring secure storage and organization of evidence.
- Track and update indicator data in monitoring systems and indicator tracking tables, ensuring timely and accurate reporting.
- Support field-level monitoring activities, including on-site monitoring visits and compliance verification in the Carrefour programme.
- Support the design and implementation of evaluations, including methodological inputs, development of data collection tools, and planning of evaluation activities. S/he will coordinate field data collection processes, including identification and mobilization of respondents, liaison with external evaluators, and supervision of data collection activities. The role also includes reviewing evaluation outputs and providing technical inputs to ensure quality and accuracy of findings.
- Lead the planning, facilitation, and documentation of learning sessions and after-action reviews with programme teams to capture lessons learned and inform programme adaptation. S/he will ensure systematic documentation and dissemination of lessons learned and contribute to broader organizational learning processes across the Haiti programme, in coordination with the MEAL Manager.

### Support to Program Quality

- Work closely with programme teams in Carrefour to ensure MEAL findings are regularly shared and used to inform programme design modifications and adjustments.
- Ensure monitoring activities are conducted on schedule and support programme staff in the use of monitoring data for adaptive programme management.
- Support the use of new tools and technologies for data capture and learning within the Carrefour area and advise on implementation.



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- Participate in program planning and review meetings, ensuring MEAL planning, results, and learnings are integrated.

### **Partners and Stakeholders Engagement**

- Support the standardization and harmonization of MEAL tools and approaches used by partners.
- Provide capacity building and technical support to partners on MEAL processes and methodologies under the supervision of the MEAL Manager.
- Contribute to data quality audit processes for partner organizations, documenting findings and recommendations under MEAL Manager guidance.
- Review partner MEAL products and provide technical feedback, escalating complex issues to the MEAL Manager as needed.

### **Requirement (Essential)**

- Bachelor's degree in Social Sciences, Information Management, Development Studies, or relevant discipline.
- A minimum of three (3) years' experience with MEAL activities for humanitarian programming.
- A minimum of two (2) years' experience in managing or supervising staff at operational level.
- Strong knowledge of and demonstrated practical experience (at least two (2) years) with M&E methodology, including quantitative and qualitative research methods, data analysis and report writing.
- At least two (2) years' experience with monitoring of multi-sectoral programming.
- Proven capacity to build MEAL skills among colleagues, team members and community members.
- Strong skills with MS Office (particularly Excel and Word).
- Good presentation and communication skills.
- Ability to work under pressure with limited supervision and manage multiple tasks simultaneously.
- Fluent written and spoken English and French.

### **Requirements (Desired)**

- Basic understanding of database design.
- Strong experience in managing digital data collection and Management Information Systems (MIS), particularly CommCare, including tool design and development, database management, and data quality assurance.
- Familiarity with statistical software packages (SPSS, Stata, or similar).
- Knowledge of Sphere Standards and Core Humanitarian Standards.
- Experience in remote team management or coordination.



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- Skilled communicator with ability to work effectively across multiple cultures and in diverse team settings.
- Ability to manage multiple tasks in a fast-paced environment with tight deadlines and to continuously re-prioritize in response to new information.
- Well-organized team player, proactive with strong personal initiative, interpersonal skills and demonstrated commitment to quality results.

Please email your resume, copies of diplomas/license and cover letter to: [hrhaiti@ht.goal.ie](mailto:hrhaiti@ht.goal.ie)

Emails or application files that do not include the reference mentioned below will not be processed: Subject: Deputy MEAL Manager

The deadline for submitting applications is July 16, 2026, at 15:00 p.m. (Haiti time). No applications will be accepted after this date.

Please note that only shortlisted candidates will be contacted. GOAL supports gender equality. Applications from local residents, as well as female candidates, are strongly encouraged.

### General Terms and Conditions

*GOAL has a Staff Code of Conduct and a Child Protection Policy, which have been developed to ensure the maximum protection of programme participants and children from exploitation. GOAL also has a confidentiality policy ensuring the non-disclosure of any information whatsoever relating to the practices and business of GOAL, acquired in the course of duty, to any other person or organisation without authority, except in the normal execution of duty. Any candidate offered a job with GOAL will be expected to adhere to these policies any job offer made is also subject to police clearance. GOAL is an equal opportunities employer.*

*This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document. Any published closing dates are estimated. Due to the nature of GOAL's work we aim to fill vacancies as quickly as possible. This means that we will close adverts as soon as we have found the right candidate, and this may be before the published closing date. We would therefore advise interested applicants to submit an application as early as possible.*