



JOB ADVERTISEMENT

JOB TITLE: Senior Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

Location: Port-au-Prince, Haiti

Reports To: Deputy Country Director

Department: Programs

Contract Type: Full-Time, CDD

I. ORGANIZATIONAL OVERVIEW

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid worldwide. Since 1970, Samaritan's Purse has supported people affected by war, poverty, natural disasters, disease, and famine while sharing God's love through Jesus Christ. Samaritan's Purse Haiti began operations following the 2010 earthquake and continues to implement humanitarian, development, ministry, health, WASH, livelihoods, protection, and education programs.

II. POSITION SUMMARY

The Senior Monitoring, Evaluation, Accountability and Learning (MEAL) Officer provides country-level leadership and oversight of MEAL systems across all Samaritan's Purse Haiti programs. The position ensures that programs generate credible evidence, monitor approved results, remain accountable to affected populations, and use learning to improve program quality and decision-making. The Senior MEAL Officer advises leadership and Program Managers and promotes consistent, ethical, and compliant MEAL practices throughout the Country Office.

III. ROLE DISTINCTION

The Senior MEAL Officer provides technical leadership and quality assurance across programs while maintaining professional objectivity. Program Managers remain accountable for program implementation and results, while MEAL personnel conduct monitoring and data-management functions in coordination with program teams.

IV. KEY RESPONSIBILITIES

1. MEAL Strategy and Quality Assurance

- Lead the design, implementation, and periodic review of the Country Office MEAL framework.
- Establish and maintain standards for results frameworks, indicators, monitoring plans, evidence, accountability, learning, data protection, and document retention.
- Ensure MEAL systems comply with approved proposals, organizational policies, donor requirements, and recognized humanitarian standards.
- Conduct data-quality assessments and field-verification visits, document findings, and monitor corrective actions through completion.
- Advise the Deputy Country Director and leadership team on program quality, performance risks, evidence, and learning.

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- Maintain preparedness to rapidly establish monitoring, assessment, accountability, and data-management systems during emergency responses, including rapid needs assessments, post-distribution monitoring, and outcome monitoring.

2. Program Design and Proposal Development

- Support needs assessments, contextual analysis, stakeholder mapping to inform program design.
- Work with program development personnel, technical teams, and Program Managers to develop theories of change, logical frameworks, indicators, targets, monitoring plans, accountability mechanisms, evaluation activities, and MEAL budgets.
- Ensure appropriate MEAL plans and tools are incorporated into funding proposals.
- Support proposals with credible needs data, program results, beneficiary information, and lessons learned.
- Review MEAL budgets, staffing, tools, and resources to ensure adequate capacity.

3. Monitoring, Data Management and Protection

- Oversee routine monitoring and ensure that program information is collected accurately, efficiently, ethically, and on time.
- Design and standardize quantitative and qualitative data-collection tools and digital workflows.
- Ensure consistent, secure, and appropriately controlled management of program and beneficiary data.
- Enforce informed-consent, confidentiality, access-control, storage, transfer, retention, and data-protection standards.
- Safeguard personally identifiable, sensitive, safeguarding-related, and complaint information.

4. Assessments, Evaluations and Learning

- Lead or coordinate needs assessments, baselines, endlines, post-distribution monitoring, outcome monitoring, evaluations, and field research.
- Design appropriate quantitative and qualitative assessment and evaluation methodologies.
- Facilitate structured program reviews and learning processes.
- Document findings, good practices, corrective actions, and lessons learned, and monitor their application across programs.

5. Accountability to Affected Populations

- Strengthen safe and accessible mechanisms through which participants and communities can provide feedback, raise concerns, receive responses, and influence program improvement.
- Ensure feedback and complaints are handled confidentially, analyzed, referred appropriately, and tracked through closure.
- Analyze accountability information and recommend improvements to program design and implementation.
- Escalate significant accountability, safeguarding, or compliance concerns through appropriate management channels.

6. Reporting and Decision Support

- Support the preparation and quality review of routine, management, and donor reports.

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- Ensure reported results are accurate, evidence-based, internally consistent, and submitted on time.
- Analyze data and communicate trends, gaps, risks, unintended results, and actionable recommendations to leadership and Program Managers.
- Prepare analytical products and dashboards for authorized audiences.
- Provide timely early warning when evidence indicates underperformance, data-integrity concerns, accountability or safeguarding risks, or material changes in program assumptions.

7. Leadership, Supervision and Capacity Development

- Establish clear priorities, review deliverables, support performance development, and promote consistent MEAL practices across programs and field locations.
- Assess staff capacity and provide training on monitoring, data quality, analysis, accountability, reporting, and learning.
- Promote the constructive use of evidence for program adaptation, stewardship, accountability, and continuous improvement.

8. Coordination, Representation and Spiritual Integration

- Serve as the principal liaison between the Samaritan's Purse IHQ MEAL function and the Haiti Country Office.
- Collaborate with Program Managers, technical advisors, Finance, Operations, HR, Communications, Security, and leadership to support integrated program management.
- Represent Samaritan's Purse, when delegated, in relevant clusters, technical working groups, government meetings, and interagency forums.
- Assist in leading weekly staff devotions.
- Model Christ-centered leadership, integrity, humility, and servant-hearted engagement.
- Perform additional responsibilities as assigned by the Deputy Country Director.

V. SUPERVISORY RESPONSIBILITIES

- Directly supervise assigned MEAL Officers, Assistants, Enumerators, and temporary data-collection personnel.
- Provide technical oversight and quality assurance to personnel with monitoring, evidence, accountability, data-management, or reporting responsibilities.

VI. CORE COMPETENCIES AND TECHNICAL REQUIREMENTS

- Strong technical leadership, supervision, coaching, and capacity-development skills.
- Strong quantitative and qualitative research, monitoring, evaluation, and data-analysis capabilities.
- Ability to design results frameworks, indicators, monitoring plans, assessments, evaluations, databases, and data-quality processes.
- Advanced proficiency in Microsoft Excel and proficiency with KoboToolbox or ODK.
- Proficiency with at least one statistical, database, or visualization platform, such as SPSS, Stata, R, Power BI, Microsoft Access, or an equivalent platform.
- Knowledge of project-cycle management, results-based management, adaptive management, and recognized MEAL practices.
- Working knowledge of humanitarian principles and relevant standards, including Sphere, the Core Humanitarian Standard, IASC guidance, and applicable sector standards.
- Excellent written, verbal, analytical, facilitation, and presentation skills.

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- Ability to communicate technical findings clearly to nontechnical audiences and advise leadership and Program Managers effectively.
- Ability to manage multiple priorities and remain calm and professional under pressure.
- Fluency in English, French, and Haitian Creole required.

VII. EDUCATION AND EXPERIENCE

- Bachelor's degree in monitoring and evaluation, statistics, economics, international development, public health, social sciences, information management, humanitarian studies, or a related field required; master's degree preferred.
- Minimum of five years of progressively responsible experience in MEAL, research, or program quality, including at least three years with a humanitarian or international development organization.
- Demonstrated experience leading, supervising, or providing technical oversight to MEAL personnel or multidisciplinary teams.
- Experience supporting program design, proposal development, and donor reporting preferred.

VIII. PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- Office-based position requiring regular computer use, travel within Haiti, and participation in field visits and assessments.
- Forty-eight-hour workweek with additional hours or temporary deployment as required during emergencies or critical reporting periods.
- Exposure to dynamic security conditions, public-health risks, and operationally challenging environments.
- Ability to work in variable field conditions, including hot, humid, remote, or infrastructure-limited environments.

IX. DISCLAIMER

This job description is not intended to provide a complete and exhaustive list of all duties and responsibilities. Duties may change as necessary to meet organizational requirements.

XI. APPLICATION DETAILS

Date of Issue: August 18, 2026

Application Deadline: **August 29, 2026**

Interested candidates must submit:

1. **Cover letter.**
2. **Curriculum vitae.**
3. **Copies of diplomas and certificates.**
4. **NUI and NIF.**

Submit all documents as **one PDF** to: SPHaitiRecruitment@samaritan.org

Incomplete applications will not be considered. Only shortlisted candidates will be contacted. Interviews will be conducted on a rolling basis until the position is filled.

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