



HR Job description

GOAL Haiti

Titre du poste:	MEAL Intern (stagiaire MEAL) (3)
Lieu du travail:	Carrefour, with frequent travel to Martissant
Supérieur hiérarchique:	Deputy MEAL Manager
Durée du contrat:	3 months
Date début	November 2026

GENERAL DESCRIPTION

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:

GOAL 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 Intern will support the implementation of monitoring, evaluation, accountability and learning activities for GOAL programmes in Carrefour and Martissant. Under the supervision of the Deputy MEAL Manager, the intern will mainly assist with field data collection, data entry, organization of Means of Verification, and routine data quality checks. The intern may also support basic data analysis, reporting, monitoring visits, and learning activities. This three-month internship is designed to provide a recent graduate with practical experience in humanitarian MEAL systems and processes.

Duties, Objectives and Competencies

Team Support and Professional Development

- Work under the day-to-day supervision of the Deputy MEAL Manager and follow agreed work plans and priorities.
- Participate actively in induction, coaching, and practical learning sessions on GOAL MEAL systems, guidelines, and procedures.
- Collaborate respectfully with MEAL and programme colleagues and promptly communicate questions, challenges, and field observations.
- Maintain confidentiality, accuracy, professionalism, and responsible handling of programme and participant information.

Implementation and Data Management

- Support field data collection in Carrefour and Martissant using approved tools.
- Enter, organize, and update programme and monitoring data accurately and within agreed timelines.
- Use Microsoft Excel templates to record, organize, review, and summarize data.
- Conduct basic completeness and consistency checks and flag missing, unclear, or potentially inaccurate data to the supervisor.
- Support data cleaning and filing while following established naming, storage, and confidentiality procedures.



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- Assist with preparation and logistical organization of data collection activities, including tools, materials, and field documentation.

Monitoring, Evaluation and Learning

- Collect, label, file, and organize Means of Verification from programme activities in Carrefour and Martissant.
- Support updates to indicator tracking tables and other routine monitoring records under supervision.
- Participate in monitoring visits and assist with interviews, observations, note-taking, and documentation as assigned.
- Support simple data tabulation, basic analysis, and preparation of tables or summaries for MEAL reports.
- Assist with the documentation of learning sessions, after-action reviews, lessons learned, and follow-up actions.

Support to Program Quality

- Share field observations and data issues with the Deputy MEAL Manager to support timely follow-up.
- Support the preparation of routine activity updates, monitoring notes, and report annexes.
- Participate in programme and MEAL meetings when requested and take clear notes on agreed actions.
- Carry out other relevant MEAL support tasks assigned by the Deputy MEAL Manager within the internship learning objectives.

Community and Stakeholder Engagement

- Interact respectfully with programme participants, community representatives, enumerators, partners, and GOAL staff during assigned activities.
- Explain the purpose of data collection clearly, follow informed-consent procedures, and refer questions or concerns to the supervising staff member.
- Support meeting logistics, attendance records, and documentation for community or partner activities when requested.

Requirements (Essential)

- Recent graduate with a bachelor's degree in Social Sciences, Statistics, Economics, Information Management, Development Studies, or another relevant discipline.
- No prior professional experience is required.
- Good working knowledge of Microsoft Excel, including accurate data entry and basic organization of data.
- Fluency in written and spoken French and Haitian Creole.
- Strong attention to detail and commitment to accurate, timely, and confidential handling of information.
- Good communication and interpersonal skills, with the ability to work respectfully with diverse communities and teams.
- Ability and willingness to work in Carrefour and travel frequently to Martissant for field activities.
- Willingness to learn, receive feedback, follow procedures, and work effectively as part of a team.

Requirements (Desired)

- Academic exposure to monitoring and evaluation, research methods, statistics, data management, or humanitarian and development programming.
- Familiarity with questionnaires, surveys, interviews, focus group discussions, or other data collection methods.
- Basic ability to use Excel formulas, sorting, filtering, and simple tables or charts.
- Familiarity with digital data collection platforms or a demonstrated interest in learning them.
- Organized, proactive, dependable, and committed to humanitarian principles and quality results.



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Interested candidates are kindly requested to submit their CV, copies of diplomas/licenses, master, and cover letter to: hrhaiti@ht.goal.ie

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

Subject: MEAL Intern

The deadline for submitting applications is 2 november 2026, at 15:00 p.m. (Haiti time).

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.

ADDITIONAL INFORMATION

This Job Description only serves as a guide for the position available. GOAL reserves the right to change, revise, omit, add in part/in whole this document any time without giving any reason thereof.

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 organization without authority, except in the normal execution of duty. Any candidate offered a job with GOAL will be expected to adhere to these policies and 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 apply as early as possible.