VACANCY ANNOUNCEMENT

MEAL Assistant – Monitoring, Evaluation, Accountability and Learning

Duty station: Amman, Jordan
Expected starting date: December 2026 / January 2027
Contract duration: 12 months
Type of contract: Fixed-term contract
Application deadline: 6 November 2026

1. Background

Habibi Association was founded in Italy in 2013 to promote social justice and socio-economic inclusion, with a particular focus on refugee protection, humanitarian assistance and support for people experiencing poverty or affected by conflict. The Association is recognised as a Civil Society Organisation by the Italian Agency for Development Cooperation (*Agenzia Italiana per la Cooperazione allo Sviluppo – AICS*) and operates in several countries across the Middle East.

In 2018, Habibi Association registered with Jordan's Ministry of Social Development and has since implemented projects supporting refugees and vulnerable members of host communities, with particular attention to women, young people and persons with disabilities.

Habibi Association is seeking a **MEAL Assistant** to support the implementation and development of monitoring, evaluation, accountability and learning activities across its projects in Jordan, ensuring the quality and effective use of project data.

2. Key Responsibilities

Reporting to the MEAL Officer and working closely with Project Managers, the MEAL Assistant will be responsible for the following:

A. Monitoring, Evaluation and Data Management

- Support the implementation of projects' MEAL plans and monitoring tools, including logical frameworks, project monitoring plans, indicator tracking tables and project databases.
- Support the design, adaptation and digitalisation of data collection tools, ensuring that data is systematically disaggregated by sex, age, displacement status, disability and other relevant vulnerability criteria.
- Conduct field visits to project implementation areas, currently including Amman, Zarqa, Maan, Mafraq, Madaba, Ader and Petra, to monitor progress, document challenges and verify reported results.
- Support baseline, midline and endline assessments, post-distribution monitoring and beneficiary satisfaction surveys.
- Contribute to data cleaning, validation and Data Quality Assessments (DQAs), ensuring that collected information is accurate, consistent and reliable.

- Analyse quantitative and qualitative data and contribute to the preparation of monitoring reports, donor reports and other project documentation.
- Support needs assessments and the development of new project proposals through data collection, analysis and the identification of relevant indicators.

B. Accountability and Learning

- Support the establishment and management of accessible Complaints and Feedback Mechanisms (CFMs), ensuring the confidential recording, follow-up and analysis of feedback in accordance with established procedures.
- Contribute to the analysis of feedback and monitoring findings to identify trends, challenges and opportunities for improving project implementation.
- Support project reflection sessions and the documentation of lessons learned and success stories, ensuring that findings are evidence-based and contribute to organisational learning.
- Provide technical support to project teams and implementation partners on MEAL tools, data collection procedures and reporting requirements.

C. Coordination and Organisational Support

- Participate in internal project meetings and coordination meetings with consortium partners, as required.
- Collaborate closely with Project Managers and teams, implementation partners and relevant external stakeholders.

3. Required Qualifications and Experience

Education

- Degree in Social Sciences, Political Science, International Relations, International Cooperation, Statistics or a related field.

Professional Experience and Technical Skills

- At least two years of relevant professional experience in monitoring, evaluation, accountability and learning activities, preferably within development or humanitarian projects.
- Practical experience with MEAL frameworks, indicator tracking tools, digital data collection and project databases.
- Knowledge of quantitative and qualitative data collection methods, data cleaning and validation, data quality assurance, and the preparation of analytical reports.
- Familiarity with Complaints and Feedback Mechanisms (CFMs) and accountability to affected populations.
- Good command of IT tools and standard office software. Experience with KoboToolbox or other digital data collection and management software will be considered an asset.
- Valid driving licence and ability to drive in Jordan.

Languages

- Advanced proficiency in Arabic, both written and spoken.
- Proficiency in English, both written and spoken.

Personal and Interpersonal Skills

- Excellent communication and interpersonal skills, including the ability to work constructively with people from diverse backgrounds.
- A proactive, solution-oriented approach and the ability to respond effectively to challenges.
- Strong organisational skills, attention to detail and commitment to meeting deadlines.
- Ability to handle sensitive information responsibly and maintain confidentiality.
- Commitment to social inclusion, child protection, gender equality and the rights and dignity of vulnerable and marginalised people.
- Willingness and availability to travel regularly to project locations outside Amman.

4. Contractual Conditions

- **Duty station:** Amman, Jordan.
- **Contract duration:** 12 months.
- **Expected starting date:** December 2026 / January 2027.
- **Gross monthly salary:** JOD 850–950, depending on the candidate's qualifications and relevant experience.

5. Application Procedure

Interested candidates who meet the above requirements are invited to submit their applications by **6 November 2026** to **info@associazionehabibi.org**.

Please include **MEAL Assistant_VACANCY** in the email subject line.

Applications must include:

- An up-to-date CV.
- A motivation letter of no more than one page outlining the candidate's relevant experience, motivation and suitability for the position.
- Contact details for two professional referees, including their full names, job titles, email addresses and telephone numbers. Referees should be individuals who have worked or collaborated directly with the candidate, such as current or former line managers, colleagues or professional counterparts.

Only shortlisted candidates will be contacted.

Habibi Association reserves the right to close the recruitment process once a suitable candidate has been identified.