

About the organization: **North East Diocesan Social Service Society [NEDSSS]** is an NGO based in Guwahati Assam.

**Job Summary:** The MEAL Officer who will play a crucial role in ensuring effective Monitoring, Evaluation, Accountability, and Learning (MEAL) cum Program Associate to support within the project; **Strengthening Communities and Institutions to Foster Peace with Justice in North East India.**

This position involves enhancing MEAL systems, promoting learning, and improving accountability mechanisms. The MEAL Officer will collaborate closely with project staff, CRS MEAL, and local stakeholders.

**Position:** MEAL cum Program Associate

**No of position:** 1

**Location:** Guwahati

**Job Responsibilities:**

- **MEAL Support:** Assist in designing and implementing project assessments, developing project-level frameworks, indicators, and MEAL plans in alignment with project goals and donor requirements.
- **Monitoring Activities:** Conduct regular monitoring activities, ensuring timely and quality data collection, managing databases, and facilitating participatory reflection sessions with project stakeholders.
- **Evaluation Coordination:** Support the coordination of project evaluations, including data analysis and report development, ensuring dissemination of findings to relevant stakeholders.
- **Accountability Enhancement:** Strengthen accountability mechanisms by promoting transparent communication, feedback mechanisms, and adherence to quality standards.
- **ICT Integration:** Utilize information and communication technologies for data collection, analysis, and learning purposes.
- **Capacity Building:** Provide capacity-building support to animators and field team and mentoring sessions on MEAL.
- **Analytical Engagement:** Engage with data critically, challenging assumptions, and making informed programming decisions.
- **Assisting Project Officer while preparing Monthly/Quarterly/Annual report and ensure all progress must be aligned with quantitative and qualitative data.**
- **Conduct light monitoring (qualitative) at regular intervals as per MEAL plan, analyze and submit the findings.**
- **Support external agencies hired for conducting baseline and end line evaluation.**

- To carry out any other duty assigned by the Director from time to time

#### Education and Experience:

- Bachelor's degree in relevant field
- Minimum 3 years of experience in MEAL or related areas
- Ability to coordinate tasks effectively and facilitate workshops.
- Proficiency in English and Assamese
- Strong analytical skills and familiarity with data analysis tools
- Knowledge of ICT tools and willingness to travel occasionally.

#### Personal Skills:

- Self-motivated with strong attention to detail
- Ability to work independently and in teams.
- Excellent interpersonal and communication skills
- Commitment to high standards of excellence

**Travel Required:** Frequent travel to field for MEAL related requirements.

#### Compensation Range:

Monthly Gross Compensation of INR. 30,000.00 (including social securities)

To apply: Aspirants who possess experience & competencies as per the job specification mentioned & consider themselves suitable are encouraged to email their updated CVs along with a Cover Letter highlighting their suitability for the position to [nedsf@rediffmail.com](mailto:nedsf@rediffmail.com) by **4<sup>th</sup> of Sept , 2026** with the subject line: **MEAL Officer (NEDSSS)**. Incumbents are also requested to kindly provide details of their current/last drawn salary in the covering note.

North East Diocesan Social Service Society is an Equal Opportunity Employer and considers applicants for all positions without prejudice to caste, religion or belief, sex, gender identity, disability or any other characteristics protected by applicable laws.