



Careers at CARE Canada



CARE Canada is currently seeking a **Humanitarian MEAL Specialist** to join our humanitarian team in **Ottawa, Canada** for a one year contract.

CARE Canada's International Programs unit is responsible for ensuring the effective implementation of the organization's global programs in both development and humanitarian assistance, focusing on the injustice of poverty and gender inequality. In humanitarian assistance, CARE Canada is committed to meeting the urgent life-saving needs of women, men, girls and boys affected by disasters and conflict, consistent with CARE's humanitarian mandate and the CARE Humanitarian Strategy (2013-2020).

As a member of the Humanitarian Assistance and Emergency Team (HAET), you'll play an important role in managing our global portfolio of projects made up of funding from Global Affairs Canada (GAC), UN agencies (UNHCR, WFP, FAO, UNICEF), the Humanitarian Coalition, as well as private donors.

Under the guidance of the Head of Humanitarian Programs, as Humanitarian Monitoring, Evaluation, Accountability and Learning (MEAL) Specialist, you will work closely with the humanitarian team in Canada and our colleagues overseas, supporting the quality delivery of emergency assistance through all steps of the project cycle. As the technical lead for MEAL, you will provide guidance and support to Program Officers and Program Managers, as well as Country Office teams, to ensure that programs are using high quality, best practice, cutting-edge MEAL, and upholding humanitarian commitments and principles. You'll ensure that staff have the tools, templates and guidance to undertake MEAL work with confidence and accuracy. You'll also play a leading role in CARE International's Humanitarian MEAL Working Group, leading CARE-wide initiatives aimed at strengthening MEAL capacity and processes across the organisation.

As a requirement of this role, you will be travelling to field offices for up to 30% of the time, including to high risk and fragile contexts where basic amenities aren't always available. A portion of your time will be dedicated to supporting CARE International's humanitarian responses through deployments to support Country Offices (30% of the time, combination of remote and field-based), for up to 4 weeks. You'll be based at our Ottawa HQ but travelling frequently and working closely with colleagues on the ground.

Because of the nature of the work, demands are fast-paced and unpredictable. To thrive in this job, you'll need to be flexible and be willing to both lead and work as part of a close-knit team when needed.

Gender is at the heart of CARE's mandate, and therefore at the centre of everything we do. You must have a strong commitment to gender equality and its importance in MEAL systems, and be keen to learn more about how this fits into the work that we do.

Is this right for you? Here's what we're looking for:

- You've spent at least a year living in emergency or humanitarian crises, preferably several, and understand the realities and challenges in this kind of work
- You have substantial technical MEAL work experience in humanitarian and transition/recovery programming. You have demonstrable, practical expertise in MEAL humanitarian sector practices – developing logic models, Performance measurement frameworks, theories of

change, data collection and analysis for measuring reach and impact, developing feedback mechanisms, planning and managing studies and evaluations, to name many.

- You are fluent in English (*exceptional formal writing ie. reports & communications*)
- You are willing to travel to high risk locations with basic conditions and you're keen to receive training to do this work safely
- You are comfortable working within unpredictable parameters, and juggling competing priorities
- You're able to forge strong relationships across cultures and willing to be accommodating and flexible in support of colleagues in the field (*yes, sometimes a 6AM Skype, because, time zones*).
- You're guided by humanitarian principles in your decision-making
- You have a strong personal commitment to gender equality and women's empowerment.
- Your facilitation and interpersonal skills stand out, and you understand how these skills can be applied to MEAL activities

What would make you extraordinary?

- You have French, Arabic or Spanish language skills
- You have overseen or led humanitarian program research and evaluations
- You have previous experience managing humanitarian and/or development Global Affairs Canada funding and understand their reporting systems and policies
- In addition to MEAL, you have a specific technical specialisation in the humanitarian sector, including but not limited to: Gender in Emergencies, WASH, food security, sexual & reproductive health, shelter, cash etc. -- we're excited about what you bring!

What we offer:

A rewarding career with a competitive compensation package and strong emphasis on work-life balance, learning and development opportunities, and saving incentives, including:

- The opportunity to contribute to a great cause, by helping save millions of lives of people in emergency situations, as well as helping defeat poverty and fight social injustice globally
- International travel opportunities
- A competitive salary
- A generous leave entitlement
- Comprehensive Group Health Benefits and Insurance from start
- Work-life balance: reduced work hours, flexibility and telecommuting policy
- Tax-saving benefits through a *Group Retirement Saving Plan*
- *Group Retirement Pension Plan* benefits
- Learning and professional development opportunities through hands-on experience, peer coaching, as well as specialized training with the *CARE Academy*
- Full-service *Employee Assistance Program* (EAP) and work-life/wellness resources

How to Apply

If you are someone who thrives on challenge, loves to be part of a dynamic team and you are passionate about making a difference, then this opportunity is for you. Please apply [here](#) as soon as possible, before **May 12, 2020**. Please note that resumes will be reviewed on an ongoing basis and the position will remain posted until a qualified candidate is identified; please do not wait until the deadline to submit your application.

About CARE

CARE helps women and girls in developing countries lift themselves and their families out of poverty and out of crisis.

We bring people together to end inequality. Not just for one person, but a whole community. Not just for now, but for a lifetime and across generations. We develop solutions with women and girls and their communities to tackle the big issues facing them like climate change, economic empowerment, food security and emergency relief in times of crisis or disaster. To learn more about CARE Canada, watch our videos, visit our social pages and visit our webpage:

<https://www.youtube.com/user/CARECanada>

<https://www.facebook.com/CARECanada>

<https://twitter.com/carecanada>

www.care.ca

CARE Canada is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.