



## Job Description

<b>Job Title:</b>	MEAL Officer
<b>Project:</b>	<b>Strengthening Community Resilience and WASH Services in Vulnerable Communities of District Pishin</b>
<b>Department:</b>	Institutional Partnerships Development
<b>Report to:</b>	Project Manager
<b>Location:</b>	District Quetta / Pishin
<b>Budgeted Salary</b>	PKR: 130,000/-
<b>Contract Type &amp; Duration</b>	Contractual / 10 months
<b>Background</b>	This project, supported by a UN agency, aims to improve access to climate-resilient WASH services and essential community infrastructure in vulnerable communities of District Pishin, Balochistan. Addressing challenges such as water scarcity, poor sanitation, inadequate waste management, and climate-related risks, the intervention adopts a participatory and community-led approach to strengthen resilience, improve public health, and promote sustainable local solutions through Community Action Planning, infrastructure rehabilitation, and hygiene promotion.
<b>Purpose</b>	To establish, manage, and oversee a robust monitoring, evaluation, and accountability framework that ensures all project interventions specifically across Community Action Plans (CAP), WASH services, infrastructure upgrades, and community resilience are executed on time, within budget, and in strict alignment with donor and Muslim Hands standards. To tracks measurable indicators, conducts regular field data collection, and manages the localized Feedback and Response Mechanism to guarantee project quality, data integrity, and optimal accountability to the targeted vulnerable communities in District Pishin.
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and implement a comprehensive M&amp;E plan, logframe tracker, and indicator performance tracking table (IPTT) tailored to the project's specific deliverables (e.g., household handovers, pipeline rehabilitation, and capacity building).</li> <li>• Conduct regular field visits to project sites to verify the quality and progress of infrastructure, construction materials, and water supply installations against technical specifications.</li> <li>• Monitor and audit the community led beneficiary selection process to ensure strictly targeted criteria are followed, mitigating risks of inclusion or exclusion errors among vulnerable groups.</li> <li>• Manage the daily operations of the community feedback and grievance hotlines, ensuring all entries are meticulously logged, referred to management, resolved transparently, and closed within stipulated timelines.</li> </ul>



	<ul style="list-style-type: none"> <li>• Plan and execute baseline surveys, post distribution monitoring, endline evaluations, and community satisfaction assessments using digital data collection tools.</li> <li>• Compile detailed weekly, monthly, and quarterly M&amp;E progress reports, documenting lessons learned, data variances, and corrective recommendations for the project management team and donor updates.</li> <li>• Or another task assigned by manager.</li> </ul>
<p><b>Required Qualification, Experience and Skills:</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s or Master’s degree in Statistics, Economics, Social Sciences, Project Management, Development Studies, or a closely related discipline.</li> <li>• 3 to 5 years of dedicated M&amp;E experience in humanitarian, WASH, or infrastructure development projects, preferably within an INGO or UN-funded infrastructure or relevant project environment in Baluchistan.</li> <li>• Proficiency in designing and managing quantitative and qualitative data collection tools, with advanced expertise in mobile data collection platforms (e.g., Kobo Toolbox, ODK, Comcare) and data analysis software (SPSS, Excel, Power BI).</li> <li>• Excellent written and verbal communication skills in English and Urdu, with complete fluency in Pashto to effectively conduct field monitoring surveys and handle community feedback directly.</li> <li>• Deep understanding of institutional accountability frameworks (such as Core Humanitarian Standards) and a strong familiarity with the socio-economic and cultural dynamics of District Pishin and the broader Balochistan region.</li> <li>• Proven ability to analyse complex field data sets, identify implementation gaps or bottlenecks, and present objective, actionable findings to technical and non-technical stakeholders.</li> </ul>
<p><b>Additional Information (Safeguarding, Inclusion, and Application Requirements)</b></p>	<ul style="list-style-type: none"> <li>• Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA).</li> <li>• As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview.</li> <li>• Muslim Hands has a ZERO tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of MH code of conduct and Ethics.</li> <li>• We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization</li> </ul>



	<ul style="list-style-type: none"><li>• If this role aligns with your skills and values, we encourage you to apply by submitting the required information on online portal , and additionally sharing detailed CV - along with Covering Letter.</li><li>• Please note that only shortlisted candidates will be contacted.</li></ul> <p>We reserve the right to close the recruitment process early and make appointments before the closing date.</p>
--	---