

# Vacancy for Monitoring, Evaluation, Accountability and Learning (MEAL) Executive

(Based in Anuradhapura/Kegalle)



## BERENDINA DEVELOPMENT SERVICES (GTE) LTD

### The Organization:

Berendina Development Services (Guarantee) Limited is committed towards alleviating poverty among vulnerable and marginalized communities in Sri Lanka. Its vision is to create and empowered equitable society where poverty does not exist. Berendina Development Services (BDS) currently works in rural areas of Ampara, Nuwara Eliya, Mullaitivu, Anuradhapura, Trincomalee, Batticaloa and Kegalle Districts as well as estates in Nuwara-Eliya District. BDS assists marginalized communities including vulnerable men and women, widows, elders, persons with disabilities and youth to overcome poverty. The assistance offered are grant-based in the areas of livelihoods, water, sanitation and hygiene, housing, health, and community infrastructure development. BDS annually supports over 25,000 families across the operating Districts. Further details of Berendina can be found at [www.berendina.org](http://www.berendina.org)

We seek proactive and self-motivated individual who has professional commitment and ability to work in a challenging environment to fill following vacancy.

### Job Profile:

The Monitoring, Evaluation, Accountability and Learning Executive will be providing support in routine monitoring of initiatives, programs and projects, both new and established in plantation and rural areas of the country. The incumbent will be responsible in timely provision of information required to measure the project progress while ensuring the quality of the outputs set as per the project designs. He/she will also help BDS in strengthening its MEAL functions based on his/her experiences from the projects.

### Main duties & Responsibilities:

- To conduct routine monitoring visits to assigned project locations in assuring the quality of the project interventions.
- To carryout regular data collection of the project to measure the changes and update relevant monitoring templates with the support of relevant project team members.
- To record, manage and preserve monitoring and evaluation data in a safe and accessible way.
- To analyse and discuss findings based on regular monitoring data.
- Assist Manager (MEAL) in providing technical support on MEAL and evidence-based recommendations to the relevant Project staff and Partners.
- Assist Manager (MEAL) in conducting baseline surveys, mid-term & end line evaluations.
- Conduct MEAL related trainings to project team and community.
- Participate actively in programme/project planning process.
- Support project team in developing the annual, biannual and monthly organisational reports.
- Complete any other official task/assignment which the supervisor may hand over to be done.

### What we are looking for:

- Education: Degree in Agriculture, Science, Social Sciences or other relevant field, preferably Economics, Monitoring and Evaluation, Project Management or Statistics.
- Minimum two years' experience in project monitoring and evaluation.
- Ability to write reports in English language is required.
- Should be able to communicate fluently in Sinhala and ability to understand/speak Tamil language would be an added advantage.
- Hold a valid riding license.
- Age: Below 45 years.

### SALARY:

Negotiable and market based attractive remuneration package will be offered depending on qualifications and experience.

**PLEASE INDICATE YOUR CURRENT SALARY IN THE APPLICATION.**

**Berendina offers Health insurance, EPF employer contribution of 15% & ETF and special allowances. The organization also offers career development training opportunities locally**

### How to apply:

Please apply with your comprehensive CV and the contact details of two non-related referees **from your previous employments** to the following address indicating the **Post of Project Monitoring, Evaluation Accountability and Learning Executive** on the top left-hand corner of the envelope OR E-mail to [careers@bds.berendina.org](mailto:careers@bds.berendina.org) indicating **Post of Project Monitoring, Evaluation Accountability and Learning Executive** in the subject line of the E-mail.

The closing date for applications is 10 days from the published date.

**Head of HR & Administration**  
**Berendina Development Services (Gte) Ltd**  
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**Web: <http://www.berendina.org>**  
**<http://www.jobsberendina.com>**