Job Title: MEAL Manager- Freetown, SG 7





Are you looking for a meaningful job where you can invest your skills, passion, and time in an impactful way? Do you want to work for an organization that is dynamic, goal-driven, and dedicated to making a difference? **Welcome to Welthungerhilfe!**
Welthungerhilfe (WHH) is one of Germany's largest private aid organizations. Politically and religiously independent, we work toward a world without hunger.
Together with national and international partners, we respond to humanitarian crises and support long-term solutions that improve the living conditions for the most vulnerable people. We change and shape food systems, we are locally-led and globally connected. As an impact-oriented and human-centered organization, we use innovation, evidence and data-informed decision-making to continuously improve our work and contribute to #Zero Hunger.
Our vision: "Zero Hunger on a Healthy Planet." Join us in creating a world where everyone has accessto food while ensuring a sustainable future for our planet. If you are ready to make an impact, we look forward to receiving your application!

MEAL Manager- Freetown, SG 7*

in Freetown

The position is to be filled as soon as possible, with an initial contract duration of 12 months. There are very good prospects for an extension. Employment location will be in Freetown

As a MEAL Manager - expert at the Welthungerhilfe (WHH) country office in Freetown, you will coordinate, develop, maintain and continuously improve the monitoring and evaluation system at country level and build the capacity of relevant staff in each project. You will oversee all monitoring, evaluation and learning activities in the country whilst ensuring programme quality and information management through Welthungerhilfe's programme management system (PROMIS).

Your responsibilities

Key Responsibilities:
1. MEAL System Design and Implementation
- Develop MEAL Framework: Design and implement a comprehensive MEAL framework for all projects and programs, ensuring alignment with organizational standards and donor requirements.
- Tools and Methodologies: Develop and adapt MEAL tools and methodologies to ensure effective data collection, analysis, and reporting.
- Contribute to the analysis of the programme's impact and visualise progress towards Welthungerhilfe Sierra Leone´s strategic objectives.

2. Monitoring and Evaluation
- Coordinate the development and implementation of high-quality monitoring and evaluation plans, ensuring that WHH's standards and operational procedures are adhered to.
- Prepare, organise and manage data collection in accordance with the requirements of WHH's monitoring and evaluation system, in relation to the outcome indicators and objectives of projects and the programme, including.
- Project Monitoring: Oversee the regular monitoring of project activities, outputs, and outcomes against targets and indicators.
- Data Collection and Analysis: Ensure high-quality data collection, analysis, and interpretation to inform programme decision-making.
- Evaluation Studies: Lead the design and implementation of baseline, mid-term, and end-line evaluations.

3. Accountability
- Feedback Complains Response Mechanisms (FCRM): Establish and manage beneficiary feedback and complaint mechanisms to ensure accountability to affected populations and capacity development of partners on FCRM.
- Stakeholder Engagement: Facilitate regular engagement with stakeholders, including beneficiaries, partners, and donors, to ensure transparency and accountability.

4. Learning and Knowledge Management
- Learning Agendas: Develop and implement learning agendas and knowledge management strategies to capture and disseminate lessons learned and best practices.
- Capacity Building: Provide training and capacity-building support to staff and partners on MEAL concepts, tools, and processes.

5. Reporting and Documentation
- Reports: Prepare high-quality MEAL reports, including monthly, quarterly, and annual reports, ensuring timely submission to donors and stakeholders.
- Documentation: Document and share success stories, case studies, and lessons learned to promote evidence-based programming in ProMIS including monthly reports, consultancy reports etc. and communicate these to the country management team and other stakeholders.

6. Technical Support and Guidance
- Support to Program Teams: Provide technical support and guidance to programme teams in integrating MEAL into project design, implementation, and reporting.
- Contribute to the review of project planning documents, particularly with regard to the intervention logic and indicators.
- Ensure that programme and measuring success indicators as well as project markers are taken into account when formulating project indicators and that success indicators are incorporated into all new projects.

- Support, train and coordinate project experts/MEAL officers in the implementation of Welthungerhilfe's M&E system in Sierra Leone (targeting, data collection and monitoring tools, M&E indicators and outcome measures, data analysis and visualisation, and data entry into PROMIS).
- Quality Assurance: Ensure the quality and integrity of MEAL data through regular data audits and validation exercises.

7. Coordination and Collaboration

- Internal Coordination: Coordinate with MEAL Officers, HoPs - project and programme managers, Head of Programmes, Grants Management and Reporting Expert, field staff, and other departments to ensure cohesive MEAL activities across all projects.
- External Collaboration: Collaborate with external MEAL networks, consortia, partners and government stakeholders to stay updated on best practices and innovations in MEAL.

Your profile

1. Knowledge / Qualifications
1.1 Professional / formal qualifications
Training with additional qualifications (technician, vocational college) in data management and analytics, statistics, mathematics, IT and similar relevant to the post
1.2 Professional experience relevant to the post
At least 5 years' professional experience in the monitoring and evaluation of complex development programmes/projects.
Solid experience in analysing and presenting data using advanced data analysis and visualisation software; knowledge of COMMCARE would be an asset.
Ability to draft survey reports and progress reports (narrative and quantitative) and review/guide evaluation tools
1.3 Foreign language skills
Ability to communicate in English (spoken and written)
Knowledge of any local language in Sierra Leone would be an asset.
2. Social skills;
2.1 Interpersonal skills
Communicates and liases with others with ease
2.2 Teamwork skills
Ability to work as part of a team
2.2 Intercultural competence
3. Disciplinary leadership of staff
None
Technical line manager for all MEAL Officers
4. Responsibility
Largery independent perfomance of task withing a given taks-related scope of action and decision-making; alternative courses of action are possible.

Our offer

We offer you the opportunity to work in a responsible and interesting field as part of an extremely dedicated team. Welthungerhilfe attaches great importance to the personal and professional development of its employees. Remuneration is based on our local salary scale.

Please send your application via our online recruiting system by November 23, 2026. Link (https://shorturl.at/PlwZp)
Welthungerhilfe is committed to fighting terrorism in all its activities. Accordingly, any applicant who is offered employment will be screened against lists of known and suspected terrorists.
**Welthungerhilfe values diversity and ensures an inclusive, non-discriminatory working environment. We welcome applications from suitably qualified people from all sections of the community.*

Our Code of Conduct



Find out more about Welthungerhilfe's behavioural and work principles.

Our Projects



We fight against hunger and poverty by implementing projects in numerous countries.

Our Strategy



"Zero Hunger by 2030"
Our strategy guides us in our work.

Transparency and Quality



Welthungerhilfe, its employees, as well as its partners commit to transparency and quality.

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