



Puntland Youth and Social Development Association (PSA)

Position:Project MEAL Officer (1 position)

Project Name:Puntland and Galmudug Peace Initiative

Project Period:12 months (Dec-2025-Nov-2026)

Reporting to: Project Manager

Locations:Galkaio with travel to project locations.

Job Advertisement period:

Opening date:**22th November 2025**

Closing date:**28th November 2025**

About PSA

Puntland Youth and Social Development Association (PSA) is a non-profit organization established in 2002, dedicated to promoting social-related activities and peacebuilding initiatives in Puntland, Somalia. PSA focuses on safeguarding vulnerable populations, advocating for human rights, and facilitating community-driven peace processes. Through partnerships with local communities, government agencies, and international organizations, PSA has played a pivotal role in fostering stability, resolving conflicts, and enhancing governance in the region. Its programs prioritize inclusivity, conflict sensitivity, and sustainable development to create a peaceful and secure environment in Puntland.

Project Background

The Joint Puntland and Galmudug Peace Initiatives (SSF III – Phase II) is a peacebuilding program aimed at strengthening peace agreements, enhancing social cohesion, integrating climate-sensitive conflict management, and improving government–community engagement in conflict-affected areas.

The project is implemented through a consortium led by CARE, with PSA and CPD as implementing partners, and applies a results-based, conflict-sensitive, and inclusive programming approach. Robust Monitoring, Evaluation, Accountability, and Learning (MEAL)

systems are central to ensuring implementation quality, evidence-based decision-making, accountability to affected populations, and compliance with donor requirements.

To support effective delivery and learning, PSA seeks to recruit a MEAL Officer to lead project-level MEAL functions for SSF III Phase II.

Purpose of the Position

The MEAL Officer will be responsible for designing, implementing, and maintaining MEAL systems for SSF III Phase II to ensure timely monitoring of activities, measurement of results, accountability to communities, and systematic learning. The position will provide credible evidence to inform management decisions, donor reporting, and adaptive peacebuilding programming.

Duties and responsibilities

- Lead development and regular updating of the project MEAL Plan in line with the approved project log frame and donor requirements.
- Translate the project theory of change and log frame into clear, measurable indicators.
- Define data collection methodologies, sources, frequency, and responsibilities for all indicators.
- Develop and standardize MEAL tools including monitoring checklists, attendance templates, survey instruments, and feedback forms.
- Conduct routine monitoring of project activities across all objectives and locations.
- Verify implementation progress against approved work plans and targets.
- Monitor inclusion of women, youth, and marginalized groups in project activities.
- Track qualitative and quantitative performance data to assess progress toward outcomes.
- Collect, clean, store, and manage project data in secure and organized databases.
- Ensure data accuracy, reliability, confidentiality, and ethical handling.
- Analyze monitoring data to identify trends, achievements, gaps, and risks.
- Maintain up-to-date indicator tracking tables and evidence repositories.
- Establish and manage community feedback and complaint response mechanisms.
- Ensure feedback is systematically recorded, categorized, analyzed, and responded to.
- Support community consultations and learning sessions to close feedback loops.
- Ensure accountability mechanisms are accessible, confidential, and conflict-sensitive.
- Document lessons learned, challenges, and good practices from implementation.
- Facilitate internal reflection and learning sessions with project staff and partners.

- Provide evidence-based recommendations to improve project design and delivery.
- Support learning related to conflict sensitivity, GESI integration, and climate–conflict dynamics.
- Provide verified monitoring data and analysis to support weekly, monthly, and quarterly narrative reports.
- Validate results and claims included in donor reports.
- Support donor reviews, audits, verification visits, and evaluations.
- Ensure MEAL documentation meets consortium and donor compliance standards.
- Support baseline, midline, end line, and ad hoc assessments as required.
- Contribute to the design, coordination, and management of evaluations.
- Ensure evaluation findings are documented, disseminated, and used for learning.
- Work closely with Project Officers to align monitoring with implementation activities.
- Coordinate with the Communication Officer to ensure communication outputs are evidence-based.
- Liaise with Finance and Procurement teams to verify implementation prior to payments where required.
- Participate in consortium coordination meetings and learning events.

Key Deliverables

- Project MEAL Plan and indicator tracking framework.
- Monitoring tools and databases.
- Routine monitoring and data analysis reports.
- Community feedback and accountability reports.
- Inputs to donor reports, evaluations, and audits.
- Learning briefs and lessons-learned documentation.

Required Qualifications and Experience

- Bachelor’s degree in Monitoring and Evaluation, Statistics, Development Studies, Social Sciences, or a related field.
- Minimum of three (3) years’ relevant experience in MEAL roles within development, humanitarian, or peacebuilding programs.
- Demonstrated experience developing log frames, MEAL plans, and data collection tools.
- Strong skills in qualitative and quantitative data collection and analysis.
- Experience with accountability mechanisms and community feedback systems.
- Strong understanding of conflict-sensitive and inclusive programming.

- Fluency in Somali and working proficiency in English.

Core Competencies

- Analytical and critical thinking.
- Results-based management.
- Strong attention to detail and data integrity.
- Facilitation and coordination skills.
- Ethical judgment and accountability.

Code of Conduct

The MEAL Officer will adhere to PSA policies, consortium agreements, safeguarding standards, and donor compliance requirements at all times.

How to Apply

Qualified persons with the required skills and qualifications are invited to submit their detailed curriculum vitae and cover letter to Procurement@psasomalia.org and received on or before **28th November 2025**. Applications sent after the deadline will not be considered.

Interested candidates should submit the following:

- a. Updated CV and cover letter highlighting relevant experience.
- b. Proven record/prior work in similar contexts.
- c. Contact details for 3 professional references.