

HABITAT FOR HUMANITY INTERNATIONAL

MEAL Intern

Habitat for Humanity International seeks to appoint a MEAL (Monitoring, Evaluation, Accountability and Learning) Intern to be based in Pretoria. This position will be reporting to the MEAL Manager.

The objectives of this internship are;

- Provide an opportunity for the incumbent to expand knowledge and gain practical experience in MEAL in relation to the project life cycle.
- Provide an opportunity for the incumbent to expand research skills (from design through to analysis and presentation).
- Provide an opportunity for incumbent to work and interact with practitioners (MEAL, program implementation, sector specialists) in different countries and contexts within the HFHI network.

Length of internship: 12 months, full time (4 days a week).

Terms of Reference for the Internship:

Under the supervision of the MEAL Manager, the intern will be expected to focus on the following:

- Conduct desktop research that will feed into project design (proposals, log-frames, theories of change) and presentations and reports
- Participate in the articulation of program theory (e.g. Theory of Change, log frames or logic models)
- Participate in the design of data collection tools (for monitoring and for evaluations)
- Draft and/or provide feedback on evaluation TORs and draft evaluation reports
- Draft and /or provide feedback on project/program MEAL plans
- Assist with the planning and logistics for MEAL training and other capacity building events
- Assist with the coordination of MEAL/ Program Management Community of Practice meetings
- Perform other tasks as assigned

Expected Outcomes:

At the end of the internship, the following outcomes are envisaged:

- Increased knowledge of and ability to formulate different evaluation types (based on different approaches and theories)
- Increased knowledge of how to frame and apply MEAL components within the housing sector (e.g. metrics, outputs, outcomes and impacts)
- Increased ability to articulate program theory at different levels e.g. project, program and country level
- Increased understanding of how to cultivate accountability, especially to community members
- Increased understanding of the research / MEAL intersection
- Increased ability to undertake key research tasks e.g. data collection, analysis and presentation
- Improved planning and organizing skills

Essential Qualifications:

- Graduate degree in a related field – Monitoring and Evaluation, Development Studies, Public & Development Administration, Project Management, Social Sciences, Housing & Human Settlements. A postgraduate qualification would be a definite advantage.
- Have an interest in Monitoring, Evaluation, Accountability and Learning (MEAL) as well as research
- Have computer skills particularly MS Office, Power Point, MS Project and basic Excel skills – Statistical Packages for qualitative and quantitative data analysis are desirable.

Required qualities:

- Must be well-organized, detail-oriented and be able to work well both independently and in a team environment. The person must enjoy research work and have a strong analytical mind.
- Must be enthusiastic, creative and self-motivated.
- Should be willing to do administrative work.
- Readily listens to other perspectives and is open to learning.
- Possesses excellent oral and written communication skills in English.

Other Relevant Information

- Interns are urged to complete the full term of their internship and will accordingly receive a reference on successful completion thereof.
- The intern must keep confidential any and all unpublished information made known during the course of the internship and not publish any reports or papers on the basis of information obtained except with the written approval and authorization of HFHI

HOW TO APPLY:

Submit your CV along with a letter of motivation to emeahr@habitat.org

Kindly quote the title of the vacancy in the subject of the email.

Closing Date for Applications is 30 April 2019

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.