

## EURODAD MEAL Officer

### Reporting to: Grants & Finance Manager

**About Eurodad:** Eurodad (the European Network on Debt and Development) is a network of 60 civil society organisations (CSOs) from 28 European countries, which works for transformative yet specific changes to global and European policies, institutions, rules and structures to ensure a democratically controlled, environmentally sustainable financial and economic system that works to eradicate poverty and ensure human rights for all.

Candidates are encouraged to review our website: [www.eurodad.org](http://www.eurodad.org) and subscribe to our *Development Finance Watch* newsletter for further information.

**Role Purpose:** The MEAL Officer supports Eurodad's Monitoring, Evaluation, Accountability and Learning (MEAL) work across the organisation, with a particular focus on EC-funded projects implemented in partnership with civil society organisations. The role contributes to the quality, consistency and effective use of MEAL systems, ensuring that project data is collected, consolidated and used for reporting, learning and organisational improvement.

In addition to project-specific MEAL responsibilities, the post-holder supports cross-organisational MEAL processes and contributes to strengthening MEAL practices across the network. The role will also provide limited operational support related to meetings or events, particularly where this supports MEAL coordination and learning.

This is a cross-cutting organisational support role suited to someone who is organised, collaborative and comfortable managing multiple workflows within a small NGO environment.

**Key contacts:** Eurodad colleagues; Eurodad members; partner CSOs in Europe, Africa, Asia and Latin America.

**Contract and location:** Brussels-based, with some flexibility for remote working. Permanent, full-time contract.

Gross annual salary range between € 59,512 - € 64,223 (incl. vouchers, holiday pay and end of year bonus), depending on skills and experience.

Attractive benefits package including additional days leave, complementary Hospitalisation, Ambulatory and Dental insurance (DKV), meal, eco, gift and culture-vouchers, working from home allowance, trainings, public transport allowance, travel insurance and contribution to a complementary private pension plan.

## JOB DESCRIPTION

### A. MEAL support (80%):

1. Provide technical MEAL support for EC-funded projects, including guidance to partners on indicators, data collection tools, and reporting requirements.
2. Review project performance against agreed MEAL frameworks and indicators, and support timely follow-up with internal teams and partners.
3. Review, verify and consolidate MEAL data from partners for use in donor reporting and internal analysis.
4. Maintain and update MEAL systems and tools to ensure processes remain efficient, consistent and fit for purpose.
5. Support organisation-wide MEAL activities, including internal learning processes, reflection meetings and cross-project coordination. Contribute MEAL expertise to the development of new funding applications (EC and other donors), including advice on indicators, methodologies and feasibility.
6. Support continuous improvement of MEAL practices across Eurodad projects and the wider network.

### B. Operational support (20%)

1. Provide support to the organisation of meetings and workshops, particularly those related to MEAL coordination and learning, including internal meetings and partner exchanges.
2. Assist with limited operational tasks linked to MEAL processes across projects, as required.
3. Contribute to smooth internal coordination around MEAL-related timelines and documentation.

*Note: This job description is not exhaustive. The post-holder may be asked to take on additional reasonable duties aligned with Eurodad's objectives.*

## ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

### 1. ESSENTIAL SKILLS AND EXPERIENCE:

- At least five years of experience providing MEAL support in medium to large donor-funded projects, preferably in a multi-partner setting.
- Strong understanding of donor MEAL requirements, in particular European Commission-funded programmes.
- Advanced Excel skills, including use of spreadsheets for monitoring, verification and data consolidation.

- Hands-on experience designing, maintaining and improving MEAL systems and tools.
- Ability to analyse, quality-check and synthesise data from multiple partners and countries.
- Strong communication and coordination skills, with the ability to work constructively in diverse, multi-partner environments.
- Excellent written and spoken English.

### 3. DESIRABLE EXPERIENCE AND SKILLS

- Experience in an advocacy or campaigning civil society organisation.
- Experience working in a developing country and/or with Global South organisations.
- Affinity with Eurodad's cross-cutting priorities: gender, global economic governance, and climate justice.
- Fluency in additional European languages.

### 4. VALUES & COMMITMENT

- Strong commitment to Eurodad's mission, values, and collaborative ways of working.