



Vacancy for The Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator

Vacancy Posting Date: 06 January 2026

Contract: Fixed-Term, Full Time.

Duty Station: Kyiv office (with travel)

Job Summary:

The Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator will be responsible for developing and overseeing the MEAL systems that ensure programs are effective, accountable to stakeholders, and foster continuous learning and improvement. Key responsibilities include designing MEAL strategies, coordinating data collection and reporting, ensuring accountability mechanisms are in place, and integrating learning into program strategies to inform decision-making and enhance impact.

Essential Duties and Responsibilities:

Monitoring and Evaluation

- Design and implement MEAL framework, tools, and methodologies aligned with donor requirements and organizational standards.
- Develop and implement reporting and systematic data collection and analysis.
- Oversee baseline, midline, and endline assessments, including surveys, FGDs, and KIIs.
- Ensure accurate, timely, and high-quality data collection and analysis.
- Develop and maintain the project MEAL database.

Accountability:

- Establish feedback and complaints mechanisms in target communities.
- Ensure stakeholders (including women and people with disabilities) have safe channels for input.
- Follow up on feedback to improve project delivery.

Learning:

- Facilitate learning sessions with project staff and partners to share findings, good practices, and lessons learned.
- Document and disseminate success stories, case studies, and best practices.
- Support adaptive management by providing timely evidence for decision-making.

Reporting:

- Produce regular MEAL reports for internal and donor use.
- Contribute to donor reports with data-driven insights.
- Ensure compliance with donor and organizational reporting standards.

Data Management:

- Oversee the collection, analysis, and dissemination of both quantitative and qualitative data related to program performance and impact.
- Develop and maintain robust data management systems to ensure data integrity and accessibility.



Data Collection Oversight and Implementation:

- Ensure timely and thorough completion of data collection activities, including the provision of support in recruiting and training enumerators.
- Establish data quality assurance processes that ensure accuracy and attainment of data collection objectives.

Data Analysis, Visualization, and Reporting:

- Lead the analysis and presentation of monitoring and evaluation data to key internal and external audiences.
- Prepare comprehensive, data-driven MEL reports that meet both internal and external requirements, and communicate insights and lessons learned to inform future program strategies.

Qualifications:

Essential:

- Adheres to Camino's values of humanity, integrity, collaboration, and excellence.
- University degree in statistics, economics, social sciences, development studies, or other relevant fields.
- At least 3 years of professional experience in MEAL roles within humanitarian or development projects.
- Demonstrated skills in designing surveys, managing data collection, and using statistical/analytical software (Excel, Kobo, SPSS, or similar).
- Strong understanding of participatory monitoring methods, gender, and disability inclusion.
- Excellent report writing and presentation skills.
- Fluent in Ukrainian; good working knowledge of English.

Key Competencies

- Strong analytical and problem-solving skills.
- Ability to manage multiple priorities and meet deadlines.
- Cultural sensitivity and commitment to inclusion.
- Excellent communication and facilitation skills.
- Team player with ability to work independently.

Physical Requirements:

- Ability to sit for extended periods of time.
- Ability to use a computer and other office equipment.
- Ability to communicate effectively, both verbally and in writing.

Disclaimer: This job description is not intended to be all-inclusive. The employee may be required to perform other duties as assigned. This job description is subject to change at any time.

All applications will be carefully reviewed; however, only shortlisted candidates whose qualifications closely match the position requirements will be contacted. CAMINO is committed to fair and transparent recruitment practices. Ethical conduct, integrity, and adherence to the organization's values form an essential part of each employee's annual performance evaluation.

All candidates will be required to pass a reference check.



To apply for this position, please send your CV and a cover letter to HR@camino.ngo.
We sincerely thank all candidates for their interest in our organization.
Please note that only shortlisted candidates will be invited for an interview.

Vacancy Status: Open