

# HUMANITARIAN MEAL OFFICER - SHARPER

*Oxfam Pilipinas is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.*

*All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.*

## ABOUT OXFAM PILIPINAS

We seek lasting change. We at Oxfam Pilipinas dream and work for a future where Filipinos are free from poverty. For more than 30 years, serving in a country where close to 27 million now live in poverty, we have relied on the power of people to carry out programs designed to achieve our shared vision. Central to our strategy is working with partners to transform the unequal power relations, structures, norms, and values that cause poverty and inequality, including gender-based violence and injustice.

We strive to apply a feminist lens to all our analyses and actions. We seek to save lives, provide access to services, and reduce the impact of disasters, particularly on the most vulnerable and disadvantaged. We belong to the larger Oxfam family of over 20 organizations networked with partners and grassroots communities in all corners of the globe. We are part of a global movement for genuine change, seeking to rid the world of the scourge of poverty, with gender justice at the core of what we do.

## OUR VALUES

**Equality.** We believe everyone has the right to be treated fairly and to have the same rights and opportunities.

**Empowerment.** We acknowledge and seek to expand people's agency over their lives and the decisions that impact them.

**Solidarity.** We join hands, support, and collaborate in working towards a just and sustainable world.

**Inclusiveness.** We embrace diversity and difference and value the perspectives and contributions of people and communities in their fight against poverty and injustice.

**Accountability.** We take responsibility for our action and inaction and hold ourselves accountable to the people we work with and for.

**Courage.** We speak truth to power and act with conviction on the justice of our causes.

## TEAM PURPOSE

To strengthen Oxfam's goals on program quality, implementation, innovation, thought leadership, and influencing to achieve scale and create impact, in partnership with diverse organizations from the government, private sector, academe and civil society to achieve gender equality and empower all women and girls.

Ensure that Oxfam's Partnership Principles and Strategic Partnership Model are consistently embedded in our ways of working with the organizations that we are in partnership with.


Focus on building and sustaining strong and equitable relationships with all partner organizations in support of delivering high quality interventions through a shared vision and goals, and adding value in four key areas: linking and convening stakeholders for policy advocacy and program development/enhancement, facilitating technology transfer, building partner's capacity, and contributing to knowledge management by disseminating information, generating feedback and sharing lessons to diverse stakeholders.

## JOB PURPOSE

To work with Oxfam staff and partners in ensuring that effective and relevant monitoring and evaluation plans and systems are in place. The post will also ensure Oxfam's accountability to all stakeholders are observed based on quality programme design. The role will support the delivery of Oxfam Pilipinas' program based on agreed deliverables with donors and partners from civil society, private sectors, local government units and related agencies.

## CORE DETAILS

Location:	Metro Manila but Hybrid work arrangement
Our package:	Oxfam Pilipinas offers staff comprehensive benefits package including medical cover, life insurance, different kind of leaves and lot of learning and development opportunities.
Internal Grade:	D2 (Php 44,951.15 up to Php 49,446.26)
Contract type:	Fixed term (September 8, 2025 - December 31, 2025)

Hours of work:	 37.5 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage.
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This role reports to:	DRR Manager The post-holder will also have significant relationships with Humanitarian Portfolio Manager and MELSA Manager as matrix Manager.
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Staff reporting to this post:	None
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## DIMENSIONS

- Developing responsive and appropriate MEAL plans, systems and database which integrate the cross-cutting targets and results across all programmes.
- Assisting local partners in developing and maintaining MEAL plans and systems and ensuring that partners are equipped with the required skill to undertake the plan and maintain the system.
- Establishment of feedback mechanism among partners and beneficiaries, ensuring proper documentation and its relevance to current implementation strategy and future programming.
- Ensuring the accuracy, relevance and timeliness of data as reflected on internal and external reports to donors, local government units, partners, beneficiaries, among others.
- Supervising MEAL consultants and ensuring clarity of roles, delegation of tasks and quality (such as accuracy and timeliness) of reports submitted.

## KEY RESPONSIBILITIES

Responsibilities include but are not limited to, the following:

- The MELSA Officer will have overall responsibility of ensuring that quality systems and processes for project monitoring, evaluation, learning, and social accountability are in place to assigned project under the Humanitarian Portfolio with priority projects for DRR.
- The post holder shall be under the supervision and shall be directly accountable to the Project Manager but will work closely with the MELSA Manager and Humanitarian Portfolio Manager.
- The MELSA Officer will support in preparing donor report, proposal/concept notes preparation, oversight of identified research initiatives and other MELSA related deliverables for the assigned projects.
- Support in the implementation of the core MELSA team's cross-project system and capacity enhancement efforts including peer-to-peer support and learning.

### **Project Monitoring, Evaluation, Learning and Social Accountability (MELSA)**

- Develop, enhance, and regularly update with Oxfam Pilipinas teams and implementing partners the projects' context analyses and formative plans (i.e., risk mitigation, safeguarding, disability inclusion, learning, sustainability, etc.), and ensure monitoring of such plans;
- Facilitate preparation, deployment, and updating of MELSA work plans (including relevant MELSA capacity building plans) with Oxfam Pilipinas project teams and partners to ensure timely implementation of identified MELSA processes based on agreed MELSA framework;
- Provide assistance to the operationalization of MELSA team's peer-to-peer support system, in accordance with the planned rollout of the MELSA toolkit and the MELSA capacity building program, and in close coordination with external consultants hired for such activities;
- Work with the relevant Oxfam Pilipinas project officers and implementing partners' project MELSA focal persons in the preparation and dissemination of high-quality MELSA outputs, including regular reports to donors, learning products, and research/evaluation reports;
- Regularly report to and alert the direct line manager and the relevant project teams on any project-related risks, project implementation status, and emerging project opportunities and threats;
- Ensure effective operationalization of the project's complaints and feedback system (CFS), in line with Oxfam Pilipinas' institutional CFS and the strategic partnership agreement, and of other agreed social accountability approaches integrated into project's designs/plans;
- Actively contribute to the design and implementation of planned baseline studies, project learning reviews, periodic outcome tracking, project-related research activities, evaluations in line with facilitating reflections among stakeholders around project results and lessons, including management of feasibility studies for the assigned projects.

### **Support to Portfolio MELSA:**

- Support Oxfam Pilipinas' Humanitarian Portfolio Manager, MELSA Manager in ensuring that any emerging knowledge from project implementation and learning under the resilience portfolio are properly captured and shared via appropriate knowledge products and strategies.

- Support the MELSA Officers on Learning and Knowledge Management and Evidence for Impact Lead, Humanitarian Portfolio Manager in overseeing the formulation of the assigned projects learning agenda based on the agreed theory of change, and the design and implementation of relevant formative and programmatic researches, evaluation and monitoring studies, and standalone research projects, that could contribute to the portfolio's efforts to address identified thematic concerns.
- Actively engage in discussions and processes that are shaping Oxfam Pilipinas' strategic directions, objectives, and ways of working by sharing relevant information and MELSA systems-generated outputs/lessons.

## Others

- As assigned, represent Oxfam Pilipinas externally, and positively contribute to the promotion of women and girls' empowerment, and taking a role to contribute to knowledge sharing and program development, where possible and relevant.
- In times of disasters, will be part of the potential humanitarian surge capacity as guided by the Country Humanitarian Team or Humanitarian Advocacy and Strategic Partner Relations Manager.
- Perform priority organizational tasks related to his/her competencies, as may be assigned from time to time.

## SKILLS, EXPERIENCE AND KNOWLEDGE

### Essential

- At least three (3) years' experience in performing monitoring, evaluation, learning and social accountability-related work for development initiatives, particularly in the fields of disaster risk reduction, climate change adaptation, women economic empowerment, human rights, and/or gender justice.
- Track record in directly working collaboratively with various project stakeholders, including community-based and people's organizations, local women's rights organizations (WROs), other civil society groups, local government units, national government agencies, and private sector groups in the performance of project-related MELSA tasks and functions.
- A deep understanding of gender issues and women's rights and leadership concerns, a strong demonstrable commitment to gender equality and feminist MEAL principles, and the ability to apply such in supporting gender analyses in both planning and MELSA-related processes.
- Competencies in social research methodologies, including the design and conduct of mixed methods (quantitative and qualitative) approaches, use of digital platforms (e.g., Survey CTO) in facilitating data collection and quality assurance, training partners/research teams in such methodologies, and design/facilitation of collaborative sense-making with stakeholders to deepen understanding of the contexts and meaning behind research data and findings.
- A team player, with strong interpersonal skills, good planning competencies, initiative, able to practice sound judgement in carrying out tasks and delivering on outputs with other team members and stakeholders and can manage multiple tasks in an effective and timely manner.
- Demonstrable commitment in applying and facilitating participatory MELSA approaches with project teams, implementing partners, partner communities, and other stakeholders.

## Desirable

- Degrees in Social Sciences, Women's or Gender Studies, Development Studies, disaster risk reduction, public policy, social science research, development evaluation, and similar areas;
- Experiences in setting up and effectively implementing community-based/driven or project complaints and feedback systems as an integral component of project MELSA approaches, and in design/implementation of other social accountability approaches as MEL contribution to project strategies aimed at facilitating communities' rights-claiming, promoting accountable project and public sector governance, and thus transforming unequal power relations;
- Field experiences with MELSA work and other project-related interventions with poor and marginalized communities, geographically isolated and disadvantaged (GIDA) areas, and/or conflict-affected areas (e.g., Bangsamoro Autonomous Region of Muslim Mindanao);
- Competencies in designing and operationalizing MELSA systems and approaches with various stakeholders, coordinating with several implementing partners and across multiple sites.

## Key Attributes

- Ability to demonstrate collective leadership, program management, sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

## HOW TO APPLY

Applications must include a curriculum vitae and a letter of intent in a single file.

Applicants may also submit their applications to [ophrecruitment@oxfam.org.ph](mailto:ophrecruitment@oxfam.org.ph). Please use the email subject format: Position Applied For - Surname, First Name.