

JOB DESCRIPTION

Job title	Monitoring, Evaluation, Accountability, and Learning (MEAL), and Data Management Officer	Office	Hanoi
Type of employment	Fixed Contract	Number of recruits	1
Reports to	Livelihood Education Program Manager	Department	Livelihood Education Program
Gross salary	22,680,900 – 30,241,200 VND	Grade	E
Background	Aide et Action (AEA) (soon becomes Action Education) is an international non-governmental organization working in 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects. Our vision: Changing the world through education. Our Mission: AEA ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world. AEA’s staff operate in the spirit of shared decision-making which demands teamwork, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion. Our projects in Southeast Asia started in 2003 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education. In Vietnam, AEA focuses on three main themes: • Early Childhood Care and Education (ECCE) • Access and Quality of Education (A&Q) • Livelihood Education		
Position Overview	The post holder will be responsible for implementing and managing the MEAL system for program themes of AEA Vietnam. The post holder will ensure compliance with the MEAL policy of AEA International. The post holder will work closely with program staff, stakeholders, and beneficiaries to ensure our programs are accountable. The post holder will also be responsible for managing and analyzing data across program themes, ensuring data quality, visualization, and reporting through digital tools (e.g., Excel, Google Sheets, Power BI/Looker Studio) to inform evidence-based decision making.		
Core Accountabilities			
The post holder will coordinate data collection and management to ensure the effectiveness and success of programs. The post holder will ensure the quality and accuracy of data provided regarding program progress, outputs, outcomes and impacts of the programs.			

Overall Responsibilities

- Develop a monitoring and reporting system and support in the development of a MEAL database for AEA Vietnam's strategy and its projects;
- Coordinate the implementation and update of the total reach of AEA Vietnam into the Global Program Monitoring and Follow-Up (GPMF) system of AEA International on a quarterly basis;
- Ensure M&E data is updated regularly with clear supporting documents and evidence, consistent and in line with program goals;
- Track the progress of program achievements and results: conduct periodic or ad hoc tracking of program deliverables and results, identify gaps/problems/risks, and propose measures to reach program targets;
- Ensure accurate, timely, and visually clear presentation of program data through, trackers, dashboards and summary analytics for management and donors, and
- Participate in the M&E groups, think tanks and/or platforms of the organisation and carry out the international program directions when required.

Specific Responsibilities

Monitoring & Evaluation

- Review, implement and manage M&E system, including M&E plans, tools, and indicators at both country strategy and project level aligned with program objectives, donor requirements and AEA's MEAL policy;
- Work with technical teams to coordinate the collection of the most updated data and feedback from beneficiaries and stakeholders in a timely manner;
- Perform data cleaning, verification, and analysis to ensure quality and reliability;
- Measure program achievements and results, and keep tracking of all indicator targets and deliverables set in the log-frame and MEAL plan at all result levels (output, outcome, impact). Design, maintain, and update project databases and dashboards using relevant tools such as: Excel, Google Sheets, or Power BI/Looker Studio;
- Generate and disseminate periodic summary statistics, visualizations, and analytical briefs to support periodic/ad-hoc program reviews and donor reports;
- Build capacity of program and partner staff in MEAL related matters such as, indicators, data collection, data management and use of digital tools, and
- Perform other tasks as required.

Accountability & Learning

- Ensure data is accountable and with evidence;
- Foster a culture of learning and continuous improvement within the organization. Facilitate the use of analyzed data and visual dashboards for adaptive management, reflection, and learning within program teams;
- Strengthen the capacity of AEA and partner staff in M&E so that they have a common understanding of M&E concepts and principles, to be capable of using M&E tools and track target results;

● Preparing data for the regular reports (quarterly, annual) and ad-hoc ones, and ● Develop and maintain a MEAL stop-shop contributing to the AEA's institutional knowledge management system. Networking ● Maintain relationships with local partners, beneficiaries and other stakeholders. ● Actively network with relevant working groups, consultants, experts, partners, NGOs and government agencies as needed.	
Selection Criteria	
Qualification	● BA Degree or equivalent experience in Social Sciences such as public health, community development, international development, sociology, social work, economics, agricultural economics, or related fields. A degree or proven experience with strong components in Statistics, Data Management, or Information Systems is an advantage.
Experiences	● At least 3 years of practical experience in a similar position (MEAL Officer), preferably with international or non-governmental organizations; ● Experience in data management and analysis, including cleaning, consolidating, and interpreting data for reporting and learning purposes. Experience in development projects, preferably in international development organisations on the following themes is an advanced: - Vocational education and training - Livelihood, Inclusive business/market-based approaches - Early child care and Education ● Demonstrated ability to use Excel (advanced functions, pivot tables, charts) and Google Sheets for monitoring and reporting; experience with Power BI, Looker Studio, or other data visualization tools is a strong advantage; ● Experience using digital data-collection platforms such as Google Forms and other tools (e.g., KoboToolbox, ODK) is desirable, and ● Experience working for projects funded by international donors such as the European Union (EU), French Development Agency in Vietnam (AFD) is preferred.
Other requirements	● Articulate, professional, and able to communicate in a clear and positive manner with clients and staff; ● Good reporting skill, written and verbal communication, presentation skills in both Vietnamese and English. ● Good teamwork skill and ability to work independently with minimum supervision. ● Good at time management and working under pressure; and

	• Maturity, professionalism, positive attitude, and self-motivation; and • Ability and willingness to make regular field visits to the project sites for data verification and technical support when needed.
Core Competency	Basic level in following core competency: • Working with People: Show respect for the views and contributions of other team members; show empathy, listen, support and care for others; consult others and share information and expertise with them; build team spirit and reconcile conflict, adapt to the team and fit in well. • Communicating Effectively: Effectively share information among others to reach a common understanding, to allow informed decision-making and as a basis for coordination as well as quick and effective performance across the organisation; is proactive in communicating and keeps the needs of the receiver in mind in particular internal and external stakeholders and clients; follow up on communications; engage in constructive 2-way feedback; listen actively and consult others as required before communicating. • Drive for Results: Set high standards for quality of work; monitor and maintain quality of work; work in a methodical and orderly way; consistently achieve project goals; focus on the need and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm. • Child Protection: Perform the highest standard to ensure child safeguarding in accordance with our Child Protection Policy.
Values and Behaviour	• Promote and be a role model to support organizational culture, growth, performance and image. • Actively support the organisation's commitment to the principles of Diversity, Inclusion and Equal Employment Opportunity (EEO); • Actively demonstrate the organizational values: Freedom: We respect people's rights Respect: We value differences Solidarity: We are stronger together Equity: We treat people equally Integrity: We stand up what is right

STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CV with 3 (three) references and a cover letter to the following address: hr.vietnam@action-education.org with the subject title [AEA-MEAL] Candidate Name.

Application Deadline: 31st October 2025 (The recruitment process may end sooner if we find suitable candidates).

Note: This position is for Vietnamese nationals only. Only shortlisted candidates will be contacted for further information and discussion.