

# ALLIANCE SUFOSEC

Alliance for Sustainable Food Systems  
and Empowered Communities



SWISSAID



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## Junior MEL Officer (50% - 60%)

**Job title:** Junior MEL Officer

**Organisation:** Sufosec Alliance

**Place of work:** Bern

**Employment rate:** 50%-60% (annual working time)

**Contract duration:** 1 September 2024 – 31 December 2026

The Sufosec Alliance is a cooperation between the Swiss development organisations Fastenaktion, SWISSAID, Vétérinaires Sans Frontières Suisse, Vivamos Mejor, Aqua Alimentaria and Skat Foundation. The Alliance runs a joint programme with the aim of promoting sustainable food, nutrition and livelihoods worldwide. The Alliance organisations share a small team, the Alliance MEL Unit, which is responsible for joint programme monitoring, evaluation and reporting. To strengthen the AMEL Unit, we are looking for a person to support us in digital monitoring.

### Responsibilities

- Set up the indicators of the new Sufosec programme phase 2025-2028 in the joint monitoring software TolaData;
- Support the Alliance organisations in using TolaData;
- Review and prepare the monitoring data for analysis;
- Support the MEL officer in data analysis and visualization in MS Power BI;
- Support the AMEL Unit in other tasks related to monitoring and evaluation.

### Required qualifications

- Masters degree in a subject related to international development cooperation;
- Experience or qualification in data and database management;
- Strong IT user skills, particularly in MS 365, data visualisation (e.g. Power BI), data management tools and online applications;
- Strong language skills in German, English and French.
- Knowledge and basic experience in project cycle management would be an asset.

### Offer

We offer you a professional career start in international development cooperation in an agile team that is part of an ambitious network of Swiss NGOs. The work will give you insights and first-hand experience in various aspects of monitoring and evaluation. We offer a competitive Junior salary.

### Application

Please send your full application (submitted as a single PDF file) to Melanie Brantschen ([brantschen@sufosec.ch](mailto:brantschen@sufosec.ch)). Interviews will be held between 5 and 16 August 2024.