VACANCY

QUALITY & LEARNING OFFICER

The Health Impact Coalition (HICO) brings together eight Belgian NGOs active in global health and international cooperation. HICO aims to multiply their joint impact through stronger collaboration, with a common focus on health systems strengthening and the universal right to health. The Coalition implements a joint DGD programme for 2027-2031, develops shared services and expertise, promotes collective learning and innovation, creates joint institutional funding opportunities, and strengthens advocacy, visibility and strategic partnerships in Belgium and internationally.

To strengthen its coordination structure in **Belgium**, HICO is recruiting a **Quality & Learning Officer.**

HICO is committed to non-discriminatory recruitment and encourages applications from all persons regardless of origin, sexual orientation, gender identity or religion.

Position and reporting lines

The Quality & Learning Officer strengthens the quality, coherence, performance and learning of HICO's collective programmes. The role develops and manages shared frameworks for monitoring, evaluation, accountability and learning (MEAL), programme quality, data management, reporting, action-research and knowledge management. It consolidates evidence across members into analysis, practical learning, accountability and strategic decision-making.

Working under the supervision of the Executive Coordinator, the Officer collaborates closely with the Programme Steering Committee, country focal points and operational committees, MEAL and technical focal points in member organisations, the CFO, and the Communication and Advocacy Team. The role combines coalition-wide coordination with direct responsibility for analytical, methodological and reporting outputs.

Each member organisation retains responsibility for the accuracy, traceability and quality of its own data and interventions. The Officer establishes the common HICO framework, identifies gaps and risks, supports corrective action and consolidates collective outputs, without replacing members' own MEAL or technical functions.

Tasks and responsibilities

Programme performance and MEAL framework

- Develop, maintain and improve common MEAL methodologies, standards and tools for data collection, indicator management, aggregation, disaggregation, consolidation, version control and reporting.
- Define indicators consistently with the theory of change, including calculation methods, sources, frequency, disaggregation, aggregation rules and interpretation limits.
- Contribute to the development and review of theories of change, results frameworks and programme performance frameworks.

Data management and quality assurance

- Coordinate the design and continuous development of HICO's shared data environment, including the Data Lake, databases and common reporting tools, in line with management, donor, evaluation and audit needs.
- Establish controls for data completeness, consistency and traceability; detect anomalies, coordinate corrective action with member organisations and document outstanding risks or limitations.
- Ensure appropriate methodological documentation, archiving and data-protection practices.

Reporting, analysis and accountability

- Coordinate common reporting calendars, templates, tools and consolidation procedures.
- Consolidate qualitative and quantitative information, ensuring coherence between indicators, narrative analysis, lessons learned and performance assessments.
- Lead or contribute to donor reporting, especially for the DGD 2027–2031 programme, and produce periodic analyses of programme progress, performance and the coalition's added value.

Programme quality and technical coherence

- Develop common programme-quality standards, internal review and peer-review procedures for activities under the HICO identity.
- Review collective programme documents, concepts, methodologies and technical products for coherence, quality, complementarities, duplication and risks; mobilise expertise and advise governance bodies.
- Support country structures and HICO members in strengthening collective actions and synergies; contribute to technical analyses, thematic notes, common positions, programme design and evidence for advocacy.

Evaluations, learning and knowledge management

- Coordinate evaluation plans, terms of reference, methodological requirements, evaluator engagement, supporting documentation and follow-up of evaluation processes.
- Translate monitoring, evaluation and programme analysis into actionable recommendations; facilitate learning and exchange of approaches and innovations across countries and organisations.
- Coordinate the action-research and capitalisation agenda, with attention to collective added value, synergies, success factors and transferable lessons.
- Develop HICO's knowledge-management approach and library, and coordinate case studies, learning briefs, methodological guidance, technical notes and experience reviews.

Programme governance, funding and communication

- Provide secretariat and facilitation support to the Programme Steering Committee: agendas, meeting documentation, decisions, agreed actions and follow-up.
- Facilitate technical collaboration across members, country structures and thematic groups; escalate important performance, data-quality and programme-quality risks.
- Contribute technical inputs to grant proposals, tenders and new programme development, including MEAL, results frameworks, evaluation, quality and learning.
- Supply reliable evidence and analysis to the Communication and Advocacy Team and contribute to an annual overview of programme results, learning and HICO's added value.

Main deliverables

- Recurring outputs include common MEAL and programme-quality frameworks, indicator reference sheets and data systems; consolidated donor reporting and quality controls; evaluation plans and terms of reference; action-research and learning products; programme analysis; and Programme Steering Committee records.

Field missions

The position is based primarily in Brussels. International travel to HICO countries of operation and meetings with institutional partners may be required according to operational needs.

This list of responsibilities may be adjusted through formal discussion and in consultation with the functional supervisor, in line with the evolving needs of HICO.

Job profile

Education and experience

- At least five years of relevant professional experience, including work in international cooperation and preferably global health, health-systems strengthening, community-based approaches, the right to health or comparable multi-country programmes.
- Substantial experience in MEAL, including results frameworks, theories of change, indicators, donor reporting, data aggregation and programme analysis.
- Experience in programme quality, technical support, evaluations, capitalisation, action-research or knowledge management.
- Experience working across organisations in multi-actor programmes, networks or coalitions, with the ability to coordinate processes without direct hierarchical authority.

Assets

- Knowledge of public health, health systems, or the right to health.
- Dutch language skills.

Competencies

- Alignment with HICO's mission and commitment to the universal right to health; collaborative, constructive and interculturally sensitive working style.
- Strong analytical, drafting, synthesis, planning and organisational skills; ability to turn complex data and evidence into clear findings, recommendations and learning products.
- Ability to organise and facilitate methodological, quality and peer reviews, and mobilise internal or external technical expertise.
- Strong command of digital data-management and analysis tools, along with an understanding of data protection and database-management principles.
- Basic knowledge of Python and Microsoft Fabric sufficient to manage and develop HICO's MEAL platform, or a commitment to acquire these skills independently before starting or within the first three months.
- Autonomy, flexibility, sound judgement and a pragmatic, solution-oriented approach; excellent interpersonal communication and ability to engage diverse stakeholders.
- Languages: professional proficiency in French and English; Dutch is an asset.

HICO offers

- A challenging and meaningful role at the heart of a dynamic coalition of leading Belgian global health organisations, working in a changing international cooperation environment and based in Brussels.
- Contract: Permanent employment contract;

- Working time (FTE): Full-time; part-time arrangements also accepted;
- An attractive salary and benefits package. HICO's Belgium-based coordination structure is currently hosted by Memisa Belgium; the successful candidate will therefore be employed by the host organisation and subject to its applicable employment conditions and HR policies, including the salary policy and benefits package (13th month, meal vouchers, telework/internet allowance, transport reimbursement, bike leasing, hospitalisation insurance and group pension insurance).7

How to apply

Please send your motivation letter and CV by 29 November 2026 to recruitment@healthimpactcoalition.be with "Quality & Learning Officer" in the subject line.

In the motivation letter (maximum one page), candidates should indicate their availability date. The CV (maximum two pages) should include details of qualifications, previous professional experience and at least two references.

Only shortlisted candidates will be contacted by email and/or telephone for the next stages of the process. Written and oral assessments may be organised. If a suitable candidate is selected, the recruitment process may be closed before the published deadline. Application data will be treated in strict confidence by the persons involved in the recruitment process and will be retained for a maximum period of 12 months.

HICO will ensure that recruitment is conducted in an objective, transparent, responsible, ethical, non-discriminatory and high-quality manner.