

2nd February 2016



Save the Children

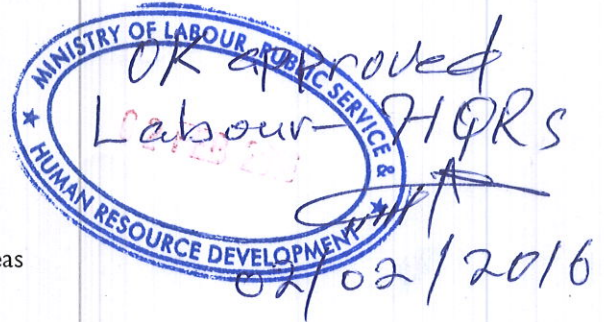
External/Internal Job Re-advertisement

VA No. SCI-02022016

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

Job Title: Senior MEAL Officer (1 post)
Location: Akobo East
Reports to: MEAL Manager,
Contract Period: Six (6) Months



JOB PURPOSE:

To execute MEAL system in all programme interventions in designated areas

KEY AREAS OF RESPONSIBILITY:

A. Monitoring:

- Develop/review Monitoring Checklist of program activities. Translate it into local language, if required.
- Capacity building of program staffs on project related M&E format/template/form of data collection; Output tracker (OT) and Indicator Performance Tracking Table (IPTT).
- Organize frequent field visits to monitor program activities / interventions against Quality Benchmarks/Quality Checklists and produce & share reports to concerned program team as well as management team based on quality and accountability findings and incorporate inputs from program team in action agreed plan.
- Support program staff to strengthen joint planning and monitoring with stakeholders.
- Assist MEAL Manager/Program Manager in conducting situation analysis studies
- Contribute to the quality of program design – reviewing log-frames, results frameworks, project plan, strategic plans, MEAL Plan etc.
- Provide technical support in developing MEAL plans
- Provide technical support in conducting baseline studies
- Provide technical support in collecting quality data and analysis against the performance indicators and targets on periodic basis
- Provide technical support in Total Reach, Global indicators reporting of SCI.
- Ensure the quality of reporting data and verify those data and information from sources periodically on sample basis.
- Review & reflect whether the DIP is followed as per the plan or not during all staff meeting.
- To carry out follow-up monitoring visits to materialize action agreed in action plan also maintain ' Monitoring-Action Plan Tracker' at field level.
- Maintain close coordination with MEAL Manager at area office/country office on Quality and Accountability issues. Share all information (monitoring reports, CFM database preliminary inquiry reports) with MEAL Manager while taking the Field Manager in the loop.

B. Evaluation:

- Assist MEAL Manager/Program Manager in all formative and operational research.
- Provide support to evaluation team while conducting periodic evaluation of project intervention at field level, if required.
- Assist MEAL Manager/Program Manager in preparing and conducting baseline studies.
- Ensure quality case studies through program team.

C. Accountability:

- Establish an effective functional system for complaints/feedback handling and response mechanisms at community level with the support of MEAL Assistant.
- Ensure the Complaint Feedback Mechanism (CFM) is functional and accessible to beneficiaries.
- Develop regular trend analysis of complaints at organizational level and share it with program team as per protocols.
- Assist MEAL Manager in carrying out preliminary first verification report in case of serious nature of complaints filed by beneficiaries/communities and support for investigation of that types of complaints as per CFM protocol.
- Make sure that the action agreed plans and CFM action plans are followed in timely manner by program team.
- On quality and accountability issues, Share all information (monitoring reports, CFM databases, preliminary verification reports, case studies etc) with the support of MEAL Assistant with MEAL Manager/Field Manager.
- Share MEAL findings & CFM issues in each monthly meeting as defined in the protocol.

- Ensure that the CFM guideline is being followed by all staffs within NGOs along with board members and SC both.

D. Learning:

- Assist MEAL Manager/Program Manager in developing quality reports and findings.
- Generate periodic reports and share along with document the key learning from the MEAL system.
- Ensure the key learning's are incorporated in upcoming plan and interventions.

Others:

Collaboration:

- Builds and maintains effective relationships with entire team members of organization, colleagues, members and external partners, supporters and stakeholders.
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Reporting:

- Produce and share MEAL monthly, quarterly, half yearly and cumulative yearly compile report to the MEAL Manager/Field Manager and program team through proper channel.
- Ensure that all the data related to MEAL action Plan tracker & CFM database are recorded and updated in a timely manner through MEAL Assistant.
- Coordinate closely with the all SC staffs and report with updated complaints registered, their resolution process, Action plan tracker & other MEAL related issues.
- Assist MEAL Manager to generate quality MEAL reports.
- Carry out dual responsibility in case of big emergency as per organizational requirement

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Activity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

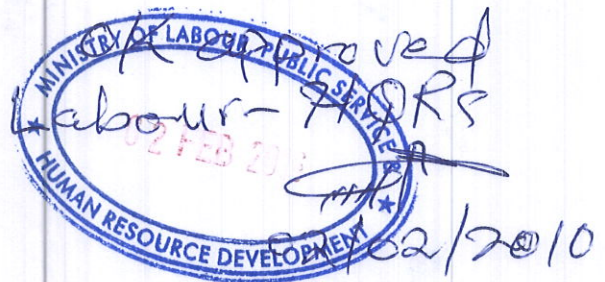
QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor's Degree in social sciences (public health, education, development, or information technology)
- Minimum 2 years work experience in monitoring and evaluation and/or research with at least 1 year functioning at an Officer level preferably with INGOs
- Trained in data management and with at least one year experience working with Excel managing databases
- Familiarity with project frameworks [design/implementation/M&E cycle]
- Experience in quantitative and qualitative data collection (M&E methods) and data analysis
- Commitment to and understanding of SCI vision, mission and values
- Enthusiasm, motivation, self-confidence, and a proactive approach to problem solving
- Excellent interpersonal skills and can work as part of a team

Child Safeguarding and Code of Conduct:

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:



FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.

The position must be clearly indicated in your subject-line or envelop.

Deadline for receiving applications is ^{19th} ~~18th~~ **February, 2016 by 4:00 PM** via email at: jobs.southsudan@savethechildren.org
Or hand delivered to the nearest Save the Children Office.

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

