

2nd February 2016



Save the Children

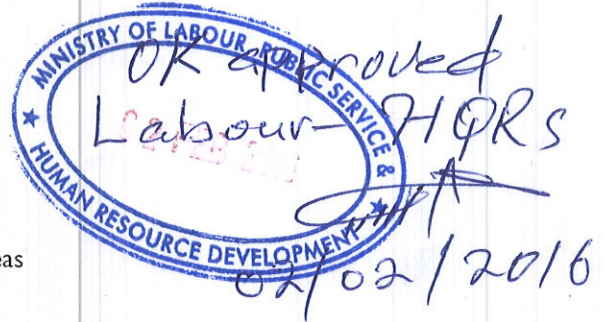
External/Internal Job Re-advertisement

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.