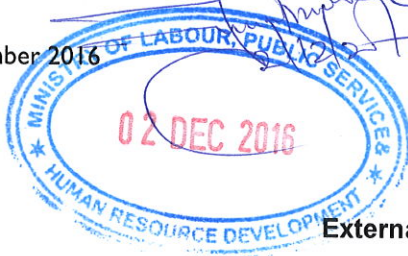


2nd December 2016



Save the Children

External/Internal_ Job Re-advertisement

VA No. SCI-02122016

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: MEAL Officer (1 post)
Location: Waat
Reports to: Assistant Project Manager with a dotted line to MEAL Manager
Contract Period: 3 Months with possibility of extension depending on funding availability.
Starting Date: ASAP

JOB PURPOSE:

The MEAL Officer will be responsible to plan, organize and coordinate the collection, compilation, consolidation and analysis of data to properly and timely monitor, evaluate, account for and learn the progress and the impact of the Jonglei Food Security Program (JFSP) in SCI operational areas – i.e. Akobo and Nyirol counties. He /She will be responsible for leading and implementing the monitoring, evaluation, accountability and learning activities for the JFSP.

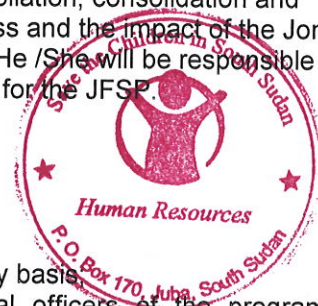
KEY AREAS OF RESPONSIBILITY:

Job Responsibility #1: Information Management and Reporting:

- Updates project database/ITT on monthly basis;
- Submits update data set to update the consortium level program database on monthly basis;
- Compiles regular monthly monitoring report prepared by different field technical officers of the program for consolidation and reporting of the Program/ Project manager(s) at target county level;
- Compiles quarter, bi-annual and annual tabular and narrative reports (as required by the program stakeholders) on the program's output accomplishment by physical targets/indicators and alarm the management for special deviations form the quarter plan;
- Periodically compile lessons learnt from the program implementation processes;
- Ensure effective monitoring and evaluation of program quality, using a variety of monitoring tools appropriate to program sectors (Agriculture and Livestock, SILC, DRR/FFA, WASH, Nutrition/IYCF, etc.), social behavior changes in general, management reviews, audit results, core Save the Children values and policies, operational plans, and strategic documents;
- Oversee implementation of MEAL systems through regular field monitoring visits and tracking of Key Performance Indicators/IPTT/ITT at the county level;
- Support the development of accurate quality reports, providing MEAL input, feedback and recommendations;
- Support quality assurance in programming through analysis of reports, identifying lessons learnt and impact as a result of the program implementation;
- Organize field days/open days and exchange field visits for staff, donor and government staff.
- Support management and accountability through routine, accurate collection and reporting of information that confirms status of program progress based on regular IPTT.

Job Responsibility #2: Monitoring and Evaluation:

- Designs, develops and continuously updates monitoring and evaluation tools and systems;
- Maintains the M&E systems, compiling and analyzing routine data of the program;
- Prepares detailed implementation plan including monitoring and evaluation plan for projects;
- Coordinates the field level community participatory monitoring and evaluation events;
- Lead in organizing and undertaking surveys to provide primary data (Baseline, End Use Monitoring, Post Distribution Monitoring, KAP surveys Mid-term and End of Program evaluation) when required and as part of ongoing assessment of the impact of the sector program.
- Participate in interagency assessments and evaluations (such as ANLA, FSMS)
- Ensure proper documentation of all DME processes and outcomes (tools, datasets, analysis worksheets and reports).



Job Responsibility #3: Coordination and Capacity Building:

- Coordinates and participates in the program planning, review, evaluations and surveys;
- Coordinates and supervise field data collection;
- Organizes periodical ongoing review and progress monitoring events by involving the program staff and partners;
- Develops the capacity of the program staffs on MEAL and other related initiatives, and organizes and facilitate MEAL training events;
- Identifies training needs on MEAL, and organizes on job/central training for the program staffs, accordingly;
- Organizes panel monitoring events with relevant stake holders including communities and ensure their dissemination to concerned parties;
- Supports the program management in ensuring compliance to the program principles and MEAL standards;

Job Responsibility #4: Learning:

- Keeps up to date with developments in the sector, including best practice examples within the country and internationally, and ensure ongoing personal development and learning;
- Ensures the communication of MEAL concepts within the organization, with partners and other stakeholders

Responsibility #5: Perform other duties as assigned.

- Performs other incidental duties as assigned

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

Creativity:

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

Integrity:

- Honest, encourages openness and transparency



QUALIFICATIONS AND EXPERIENCE

Essential

- Higher National Diploma or Bachelor's degree in a relevant field (Agriculture, Development or Social Studies);
- At least 2 years' experience in similar programs, and conversant with qualitative and quantitative data collection and analysis methods;
- Previous experience with major donor proposal MEAL requirements (USAID, ECHO, BPRM, UN agencies preferred);
- Capacity building experience in program/project monitoring, evaluation, Accountability and Learning;
- Computer knowledge including Word, Excel, Lotus Notes and Power Point
- Strong skills in written and spoken English
- Commitment to the Agency's values policies and procedures;
- Commitment to SCI mission to assist people on the basis of need, not creed, race or nationality; applies agency plan in day-to-day work life, especially relationships.

Desirable

- Prior experience in similar positions of similar programs are preferred, and prior experience in a similar position of the Jonglei Food Security Program (JFSP) is an added advantage;
- Willingness to travel to remote field sites and stay in such areas where there are very limited basic social services and/or living conditions.

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 **16th December 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.

