



7/11/2017



South Sudan Program



JOB OPPORTUNITY

Position: Roving MEAL Officer – Agriculture and Livelihood

Location: Juba

Job Summary:

The primary role of the MEAL Officer is to work directly with field based program staff and implementing partners to ensure implementation of high quality MEAL activities in the field. S/he will be required to support the development of effective MEAL systems and data collection tools; collect data using qualitative and quantitative methods, leads data entry and analysis, and support implementing partner staff in doing the same. The MEAL Officer will report to the LRRP MEAL Manager.

Job Responsibilities:

1. Support the development and implementation of MEAL systems;

- Support project compliance with agency and donor MEAL policies and procedures
- Train MEAL agents on the conduct of field based MEAL activities
- Provides input to the MEAL system design (Development of data collection tools for routine monitoring, project databases and reporting formats) and review discussions
- Supervises quality data collection and management activities
- Conduct regular project monitoring visits
- Leads simple analyses and reflective discussions on ongoing monitoring data
- Contributes initial findings and field based insights to project discussions
- Promote the use of information and communications technologies (ICT) for project MEAL as required
- Collaborate in development of project performance and annual reports.

2. Capacity Building

- Support the MEAL systems and capacity of staff and implementing partners to improve program quality through joint monitoring, on the job coaching and reflection sessions
- Promote the use of current MEAL policies and procedures guidance documents in own assignments and in the capacity building of staff
- Participate in field level project review meetings to support and validate the data collected and suggest improvements for the future.

Background, Experience & Requirements

Education and Experience

- Bachelor's degree in the Social Sciences, Statistics, Agriculture, Demography, Economics or other relevant areas
- At least three to five years related experience in monitoring and evaluation
- Demonstrated skills in basic data analysis and interpretation
- Excellent communication skills in English and a local language applicable to the duty station
- Strong English writing skills
- Computer proficiency using a range of software for data analyses and word processing

Personal Skills

- Analysis and problem-solving skills with ability to make sound judgement
- Good relationship management skills and the ability to work closely with local partners
- Attention to detail, accuracy and timeliness in executing assigned responsibilities



Key Working Relationships

Supervisory: Oversees work of MEAL Agents

Internal: MEAL Manager

External: Community members, partner staff, other local stakeholders, MEAL staff from other peer agencies

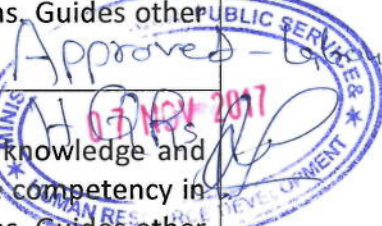
Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

MEAL-specific competencies

MEAL Competence	Competence Level
MEAL in Design: Developing project-level Theories of change, results frameworks, Pro-frames, related MEAL system tools and competencies, and accompanying MEAL narratives.	Demonstrates advanced knowledge and ability, and can apply the competency in new or complex situations. Guides other professionals.
Monitoring: Implementing monitoring activities, including timely collection of quality data, set up and maintenance of databases, facilitation of participatory reflection on monitoring results, and submission of timely progress reports.	Demonstrates advanced knowledge and ability, and can apply the competency in new or complex situations. Guides other professionals.
Evaluation: Supporting project and program evaluations and reviews by ensuring the quality of evaluation methods, tools, and data and facilitating the use of evaluation results to inform decision-making and enhance learning.	Demonstrates advanced knowledge and ability, and can apply the competency in new or complex situations. Guides other professionals.
Accountability: Improving our accountability to a range of stakeholders through increased participation, transparent communication, responsive feedback mechanisms, and adherence to internal and external quality standards and requirements	Demonstrates advanced knowledge and ability, and can apply the competency in new or complex situations. Guides other professionals.
Learning: Promoting excellent knowledge management and collaborative learning processes at the project, program and institutional levels, generating robust evidence for project and programmatic learning that leads to action, decision-making and influence	Demonstrates advanced knowledge and ability, and can apply the competency in new or complex situations. Guides other professionals.
Analysis & Critical Thinking: Engaging with data, challenging biases and assumptions, posing thoughtful questions, pursuing deeper understanding of evidence through reflection and perspective-taking, and making informed programming decisions.	Demonstrates advanced knowledge and ability, and can apply the competency in new or complex situations. Guides other professionals.
ICT for MEAL: Applying knowledge on information and communication technologies (ICT), both hardware and software, for opportune and accurate data collection, database management, conducting analyses, and making information easily accessible	Demonstrates advanced knowledge and ability, and can apply the competency in new or complex situations. Guides other professionals.

Approved - 
 07 NOV 2017
 PUBLIC SERVICE
 HUMAN RESOURCES DEVELOPMENT

CATHOLIC RELIEF SERVICES - USC
 SOUTH SUDAN PROGRAM
 JUBA OFFICE

<p>MEAL in Management: Managing financial and human resources in a way that optimizes the quality, effectiveness, and utility of MEAL systems</p>	<p>Demonstrates advanced knowledge and ability, and can apply the competency in new or complex situations. Guides other professionals.</p>
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Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.



Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **November 20th, 2017**. **Only short-listed candidates will be contacted.**

Address your application letter and CV to. **Human Resource Department**, Catholic Relief Services South Sudan program, Juba Office or by E-mail: southsudanvacancies@crs.org

