



South Sudan Program



**JOB OPPORTUNITY- MONITORING, EVALUATION, ACCOUNTABILITY & LEARNING
(MEAL) OFFICER (1 Position-Juba)**

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partner's people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities. CRS also helps strengthen organizational capacity of local institutions.

PURPOSE OF THE POSITION:

The primary role of the MEAL Officer is to work directly with program staff and partners to ensure implementation of high quality Monitoring, Evaluation, Accountability and Learning for the Reconciliation for Peace in South Sudan Project. S/he will be required to support the development of effective MEAL systems and data collection tools; collect data using qualitative and quantitative methods, conduct data entry and analysis. The MEAL Officer will be dedicated to support CRS' Reconciliation for Peace in South Sudan project in Juba.

Specific Responsibilities

Support the design and development of MEAL systems

- Support the development of a Pro-frame for the project, including identification of appropriate indicators, measurement methods and critical assumptions.
- Lead development of effective data collection tools for routine monitoring, project databases and reporting formats for the project.
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- Ensure active participation of partners, beneficiaries and other stakeholders in the design and implementation of MEAL.

Support the implementation of MEAL systems

- Support the project to implement the mandatory CRS MEAL policies and procedures.
- Conduct regular project monitoring visits.
- Use qualitative and quantitative methods (as necessary) to collect data in the field and accompany CRS and implementing partner staff doing this.

- Collaborate in annual data quality assessments to ensure data integrity, precision, reliability, timeliness and validity.
- Ensure timely trend analysis of monitoring data to support project reporting and decision making.
- Work with the Project Director to organize quarterly reflection events with partners.
- Work with Project Director to generate communication products for different audiences that disseminate learning and evidence to influence key internal and external interest groups.
- Support the use of information and communication technologies (ICT) for project MEAL system as required.

Accountability and Learning

- Develop systems and guidelines for staff to consult with male and female beneficiaries to define indicators for project success.
- Support the design of a feedback and response mechanism for the project.
- In collaboration with the MEAL Manager organize orientation on the basic principles and practices of beneficiary accountability for program staff.
- Support the project to document and respond to all community feedback received through the feedback and response mechanism.
- In collaboration with the MEAL Manager organize orientation on basic principles and practices of learning for program staff.

Capacity Building

- Support project staff in strengthening the MEAL systems and capacity to improve program quality through the provision of on-the-job support and reflection sessions.
- Promote the use of current Agency and Regional MEAL guidance and PQ references in own assignments and in the capacity building of field staff.
- Ensure appropriate, high quality orientation and training of field staff and partners on project MEAL system and tools, as required.

MEAL Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **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
- **Accountability:** Involves community members in the design and implementation of MEAL systems and other activities in a respectful manner that values local knowledge and priorities and increases project relevance and impact.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.
- **Analysis and 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.

Qualifications

Required

1. Graduate degree in a directly related field, such as operations research, quantitative analysis etc.; significant work experience in a directly related field will be considered in lieu of graduate degree.
2. Postgraduate degree in related field is preferable
3. At least three years of MEAL experience with an NGO (experience with INGO preferred)
4. Experience working with major donor funded projects (USAID, DFID, UN, EU, ECHO, BMGS, etc.)
5. Familiarity with principles and current approaches to MEAL of development programs
6. Excellent communication skills in English, and Juba Arabic; other local language(s) is a plus
7. Proficiency in database development/management, and skills in analyzing, interpreting and communicating information to various stakeholders
8. Experience in conducting quantitative and qualitative assessments and surveys (including understanding of sampling aspects)
9. Previous experience with leading or managing studies and consultants
10. Strong English writing skills.
11. Computer proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
12. Ability to work in a team and support concurrent project/Assignments.

Desired

1. Experience or related work in monitoring and evaluation, especially in peacebuilding and governance projects
2. Proficiency with statistical packages such as SPSS will be a plus.

Application letter and CV together with the names of three professional referees, should reach the undersigned not later than **April 21st, 2016**. Only short-listed candidates will be contacted.

Address your application letter and CV to,

SENIOR - HUMAN RESOURCE

Catholic Relief Services –
South Sudan program, Juba Office

Or

By E-mail: jobapps@crssudan.org

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