



CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

CARE South Sudan is looking for suitable candidate to fill the position of **Roving MEAL Officer**, to be based in Juba (**1 Position**).

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| <b>Position:</b>   | ROVING MEAL Officer |
| <b>Department:</b> | Programs            |
| <b>Location:</b>   | Juba                |
| <b>Reports to:</b> | M&E Manager         |

**JOB SUMMARY**

Provide MEAL support in ensuring quality MEAL systems, plans and implementation are in place. Conduct routine data collection, analysis & reporting, Accountability, periodic evaluations, Surveys & Assessment in collaboration with the MEAL Manager. The MEAL officer will contribute to strengthening CAREs practice of evidence-based learning and programming and successful delivery of the Women Voices and Leadership Programme in South Sudan. The MEAL Officer will support and build the capacity of the Women’s Rights Organizations from Central Equatoria, Jonglei and Eastern Equatoria states to implement their MEAL related activities and initiatives, strengthen their capacity to promote and defend rights, and empower South Sudan women and girls. This includes designing or improving on MEAL plans and systems to monitor, evaluate, and learn for all project implementation processes and their impacts.

**Roles & Responsibilities**

**RI: Data and information Management**

- Work with the project officers and programme to ensure all reports are timely submitted and ensuring reports are reviewed and submitted to cluster and upload the reviewed report into the server.
- QA/QC carried out, updated in relevant databases, shared with relevant teams and saved in the server.



- Ensure all programme documents are loaded up to date in the server; follow up with programme team and partners to ensure all reports, program related documents are in the appropriate filing system.
- Databases: Ensure project data basis are kept up to date including an excel based Grant tracker.
- Ensure the implementation/compliance of monitoring systems to systematically track project activities and their alignment with project outcomes.

## **R2. Programme Monitoring and Reporting**

- Support synthesis and dissemination of routine programme data and analysis of trends
- Review monthly, quarterly, midterm and final project reports and ensuring that necessary corrections have been done by the programme staff;
- Support the roll-out of monthly monitoring tools for new programme activities Support to the creation and maintenance of M&E Frameworks/tools
- Build the capacity of partners on MEAL related activities through mentoring the project team and identified partner grassroots women's organizational staff.
- Develop or advise on monitoring tools and methods for CARE and partners.
- Report/alert to project manager on regular basis on any anticipated programme/project issues, risks, implementation status, and any emerging opportunities and threats to the project implementation.
- Support synthesis and dissemination of routine programme data and analysis of trends
- Monitor the process on selection criteria and ensure compliance to selection criteria.

## **R3. Learning**

- Work with the project manager, team and partners in the preparation and dissemination of high quality reports and program documentation/learning peer organizations, government agencies, and donors.
- Use the M&E data generated from the programme, support the Communications and Advocacy coordinator to deliver on evidenced-based influencing and communications.
- Support project staff in developing strong organizational relationships with partner organizations within the Women Voices and Leadership Project in South Sudan.
- Share project lesson best practices with project staffs and partners.
- Participate in country programme activities, e.g. the preparation of annual implementation plans, mid-term reviews, learning workshops.
- Support in revising of data collection tools and reporting templates as needed to reflect the continually changing reporting requirements.

## **R4. Sub- grantee Management**

- Participate in capacity assessment of new sub grantees and partners
- Perform capacity building for sub grantees on M&E as per the agreed Capacity building plan.
- Review project reports submitted by partners
- Review Partners/ sub grantees project report and verify the completeness of the data submitted.

- Participate in the compliance meetings – on the quarterly basis and as and when needed to deliberate and make decisions pertaining to partners.

## **R5. Support the implementation of Accountability, Evaluations, Surveys and**

### **Assessment:**

- Support the over-all process of Surveys and Assessment including data collection among all programme sectors, advising, supporting and helping practically as and where necessary including support to planning, logistics, participant selection, designing questions and selection and training of enumerators and to investigate the underlying causes of outcomes observed in CARE surveys.
- As requested, conduct a 'lessons learnt' assessment and 'recommendations development' workshop following each survey documenting key areas for improvement / amendment at the next survey, ensure findings are used to improve the process of the next survey and create recommendations for programs.
- Disseminate reports to all relevant partners once verified and approved for distribution.
- Carry out team meetings in all field locations to fully feedback the results of the survey to CARE staff.
- Carry out community meetings in all field sites to feedback results to community members.
- Communicate to programme sectors on upcoming surveys Tracking and updating AC/MEAL on progress of surveys recommendations
- Support the Accountability focal person in the conduct of Core humanitarian standards training in the field
- Working closely with Accountability focal person in the conduct Accountability Assessments in the field
- Work with the Accountability focal person on the implementation of Complaints and response mechanism (CRM) in the field, in conducting FGD, distribution of Suggestion boxes, field staff and community log books and all types of CRM entry points, collection and collation of entries, data input into CRM database and reporting to the CRM implementation team.

### **Qualifications:**

- Relevant Bachelor's degree in Economics, Statistics, Development studies, or any other related course with a component of statistical analysis is preferred.
- Minimum of 3 years working experience and demonstrated practical skills in M&E of humanitarian or development funded project.
- Previous experience with, DHIS, NIS, ENA and Epi Info, SPSS and Excel preferred; familiarity with basic computer packages essential
- Previous experience supporting Gender and Protection related programming is an added advantage
- Strong knowledge of and experience of with a range of M&E tools and techniques for data analysis including an ability to develop an effective to measure progress against targets.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.

- Excellent analytical and writing skills in English, knowledge of Arabic will be an added advantage
- Enthusiastic, flexible and with the ability to work long hours in sometimes remote and/or insecure contexts to meet the needs of the programme

**Desirable:**

- Knowledge and understanding of gender and gender equality, community-driven leadership and governance in Eastern Equatoria, Jonglei and within Central Equatoria.
- Good coordination, communication and community facilitation skills
- Influencing and negotiation skills, with a demonstrated capacity to balance flexibility and tenacity
- Good information management skills
- Good written and verbal communication skills in English,
- Flexible work attitude to manage multiple priorities
- Respecting and valuing diversity
- Must be comfortable with significant travel to various field locations in Eastern Equatoria or Jonglei with frequent travel

**HOW TO APPLY**

The position will be based in Juba. This position is ONLY open to South Sudanese Nationals. Opening Date 9/April/2019 and Closing date for receiving application will be 30/ April 2019

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) or Hand delivery to:

CARE South Sudan Office,  
NAP Building, 3<sup>rd</sup> Floor, Martyrs Street  
Juba, South Sudan

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

