 **GOAL SOUTH SUDAN**

**JOB DESCRIPTION**

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| Job Title | RECOVER Monitoring Evaluation, Accountability and Learning MANAGER |
| **Job Location** | Juba (With Frequent Travels to the Field Sites) |
| **Reporting to** | RECOVER Project Director |
| **Posting Date** | 12th July 2017 |
| **Closing Date** | 31st July 2017 |

**Organization Background**

GOAL has been present in South Sudan since 1985 and is currently running health, nutrition, WASH and livelihoods programmes in four areas in the states bordering Sudan: Twic County of Warrap State, Abyei Administrative Area, and the counties of Melut, Maiwut, Baliet and Ulang of Upper Nile State. GOAL programme touches both on humanitarian emergency response and longer term development. As the programme has developed, GOAL has increased its focus on demonstrating impact and using routine monitoring and evaluation surveys (qualitative and quantitative) for learning and decision making.

**RECOVER:**

Resilient Communities through Viable Economic Recovery (RECOVER), is a four year project funded by DFID. The project will be delivered by a consortium of partners including Mercy Corps and UNKEA, and will be led by GOAL. The aim of the project is to build resilience of communities, and to assist the future transition from humanitarian to development environments.

**Job Purpose:**

The RECOVER MEAL Manager works directly with the RECOVER Project Director for efficient and timely submission of accurate reports from all RECOVER field sites and maintains an appropriate filling system of received data and reports. The RECOVER MEAL manager will manage the MEAL function of this multi-year project by collaborating with all consortium partners under the guidance of the Project Director.

**Detailed Responsibilities**

* Work with the Field MEAL officers and various programme team reporting focal persons to ensure all reports are submitted in a timely fashion, updated in the relevant databases, shared with relevant teams and saved in the server.
* Work with the partners and coordinators to develop a monthly data collection and verification Plan.
* Support the design and implementation of the surveys and assessment process, ensuring the full participation of all project stakeholders.
* Review all data submitted for quality and accuracy.
* Work with the relevant field managers for data collection and ensure reports are consolidated and sent timely
* Supporting PM on monthly data collection, ensuring data are verified before entry to relevant databases and that databases are up to date and accurate before exporting or sharing.
* Carry out data validation, data verification, data entry, data analysis and interpretation
* Lease with GOAL SS M&E team to ensure coherence of data collection and management, particularly nutrition and FSL M&E.
* Target setting– Share the relevant indicators with the field team and Work with the PM/partners to set and measure targets and also monitor progress on the targets for each site and in line with the indicators and population figures.
* Monitor the process on beneficiary selection criteria and ensure compliance to selection criteria.
* Set up a filing system, and ensure the system is well running throughout the year.
* Review weekly and monthly reports, share performance analysis and ensure good quality.
* Carry out quarterly on-site data verification (OSDV) to verify reports and data submitted using monitoring instruments, observation, personal interview and taking photograph and final reports to be shared with AC/Project Director.
* Support in revising of data collection tools and reporting templates as needed to reflect the continually changing of reporting demands of donor, partner, and clusters;
* Respond to M&E data requests and additional tasks as assigned by the Project Director;
* In collaboration with the Project Director Ensure that the results of surveys and ongoing monitoring, including consultations with beneficiaries, is made available in a useful format for programme design and decision-making
* Support the roll-out of monthly monitoring tools for new programme activities
* Support GOAL partners to set up and maintain appropriate and robust M&E systems for all new programme activities
* Conduct sampling of data from the standard indicator database during field visits for quality assurance purposes including sampling of partner monthly reports
* Support project managers to identify and resolve monitoring problems at individual project level
* Consolidate programme data for Donor HQ indicators and share it with Project Director for  review and submission to HQ
* Follow up with field programme team to ensure reports are submitted on time. Ensuring reports are reviewed and submitted to cluster and upload the reviewed report into server.
* Regularly update the project indicator tracker and share on or before due date
* Support the Project Director to Provide graphic feedback to management of standard indicators for all sectors comparing information over time and among field sites
* Databases: Ensure programme data basis are kept up to date including an excel based output tracker (PITR, Global Indicators, etc) that records programme outputs on a monthly basis, a selection of which is used to update the monthly report produced for HQ
* Carry out On-Site Data Verification (OSDV) on predesigned monitoring instruments, through observation, personal interviews and taking photographs (if feasible) and ensure data quality checks before submission of final reports.
* Any Other duty assigned by the Project Director.

**Requirements:**

* Relevant Bachelor’s degree, with component of statistical analysis or Mathematics preferred.
* Previous M&E experience in the humanitarian and development sector
* Previous experience of conducting nutrition, mortality and multi-indicator surveys following SMART guidelines in an emergency context preferred.
* Proven report writing skills in English (required) and at least a basic understanding of statistical analysis
* Proven ability to give attention to detail.
* Ability and willingness to travel to and stay in remote locations
* Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
* Ability to speak, read and write in English (required)

**Desirable:**

* Relevant master’s degree
* Relevant area of research specialism
* Familiarity with Microsoft Access, Excel, and other data management software

***This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document. Unfortunately GOAL cannot contribute to financial costs incurred when attending interview.***

***Gender – GOAL practices and does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender and will practice positive gender employment as far as possible.***

* ***Women are actively encouraged to apply for positions within GOAL.***

***Child Protection - GOAL recognises the rights of all children within our care to be protected from harm in accordance with the United Nations Convention on the Rights of the Child (CRC). GOAL takes seriously its duty of care and it undertakes to create an organisation that is safe for children where all efforts are made to prevent abuse. GOAL sees the best interests of the child as paramount.***

**Contact:**

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from previous employers to:

The Human Resources Manager,

GOAL South Sudan Office, Juba Munuki Area or alternatively email your application to: [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) before the application end date listed above. Please note that only shortlisted applicants will be contacted. Do not submit original documents.

* This position is open for South Sudanese.