



South Sudan Program



JOB OPPORTUNITY

Position: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer - Nutrition Program- (1)

Department: Programming

Reports To: Nutrition Project Manager

Location: Mingkaman, Awerial County, Lakes State

Job Summary:

As a member of the nutrition project team, you will manage, monitor and report on Nutrition-related project activities in Awerial County in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Job Responsibilities:

- Support the coordination and implementation of all assigned project monitoring, evaluation, accountability, and learning (MEAL) activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules.
- Support accountability through coordinating project evaluation activities and efforts to collect and analyze project data per specified mechanisms and tools.
- Collect information on staff capacity needs and technical assistance needs and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.



Background, Experience & Requirements

Education and Experience

- High School diploma required. Bachelor's degree preferred.
- Minimum of 4 years of work experience in project support. Experience in the field of nutrition would be a plus.
- Additional education may substitute for some experience.
- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Observation, active listening and analysis skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Proactive, results-oriented and service-oriented

Required/Desired Foreign Language

- Fluency of the local language of the duty station as well as proficiency in English (excellent in writing, listening and speaking English).

Travel Required: This is field based position with frequent travel within the county.

Key Working Relationships

Supervisory: NA

Internal: Nutrition Technical Advisor; Nutrition Project Manager; Country Program MEAL Manager; Aerial nutrition project staff, Head of Programs, CRS South Sudan

External: County Health department (CHD); Local Authority; Community Leaders; and State /County level Nutrition Cluster; Nutrition implementing partners

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

Competencies Relevant for the Specific Position:

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.

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- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

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 **December 8th, 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

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