



VACANCY ANNOUNCEMENT (INTERNAL & EXTERNAL) MEAL Officer (1 Position to be based in Juba)

Catholic Relief Services (CRS) is the overseas relief and development agency of the United States Catholic community. CRS has worked in Southern Sudan since 1989, supporting and implementing initiatives in Emergency Response, Peace building, Agriculture, Health, WASH, Education, and Income Generation. CRS' work reflects and expresses the principles of Catholic Social Teaching; however, CRS assists persons on the basis of need, not race, creed, or nationality. CRS is implementing emergency response, early recovery and resilience, community engagement and peace building projects in selected states and counties of South Sudan.

The CRS South Sudan Country Program wishes to recruit a highly competent, proactive and self-driven person (**South Sudanese Nationals only**) to fill the position of MEAL Officer to be based in Juba under the supervision of the Program Manager – MEAL. The MEAL Officer will support MEAL functions for the CEWERS and WFP Emergency Response over a period of two years or more.

Summary of key responsibilities

The main responsibility of the MEAL Officer is to support the overall coordination and implementation of monitoring, evaluation and beneficiary accountability functions for the CEWERS project and the WFP Emergency Response. The MEAL Officer will ensure that appropriate M&E systems are in place to monitor progress towards achieving project results and objectives, and that the program teams are using the developed M&E tools effectively.

Key Responsibilities

1. Support the development and implementation of MEAL Systems

- Promote project compliance with CRS MEAL policies and procedures under the guidance of the MEAL Manager;
- Collaborate in the development and review of the M&E Operating Manuals of the CEWERS project and WFP emergency response;
- Support the development of data collection tools for routine monitoring, project databases and reporting formats for CEWERS and WFP emergency response;
- Support the implementation of data collection tools for CEWERS and WFP emergency response and coordinate with program implementation staff to modify tools if needed;
- Consolidate Indicator Performance Tracking Tables (IPTT) for the CEWERS project;
- Support the development of appropriate databases to meet the information needs of the CEWERS project and WFP emergency response;
- Support development of Terms of Reference(s) for evaluations as necessary and applicable;
- Support quarterly data quality checks and annual data quality assessments (DQAs) for the CEWERS project if applicable;
- Support the implementation of beneficiary feedback and response systems;
- Lead the use of information and communication technologies (ICT) for project MEAL, where applicable;
- Contribute to donor reporting for the CEWERS project and WFP emergency response as necessary;

- Conduct regular project monitoring visits.

2. Capacity building

- Support use of 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 field staff;
- Participate in field-level project review meetings to support and validate the data collected and suggest improvements for the future.
- Train project staff on ICT4D.

Key Working Relationships

Internal: MEAL Manager, Project Officers, Project Managers, Program Managers, Deputy HoPs, Team Leaders

External: Implementing Partners and Program Stakeholders

Qualifications

Required

- Bachelor's degree in social sciences/ statistics/ demography/ economics or other relevant areas.
- At least three to five years related experience in monitoring and evaluation, especially related to emergency responses, conflict mitigation and peace building.
- Strong MIS skills and working knowledge of ICT4MEAL technologies.
- Demonstrated skills in data analysis and interpretation.
- Excellent communication skills in English and a local language applicable to the duty station and program areas.
- Strong English writing skills.
- Computer proficiency using a range of software for data analysis and word processing.
- Ability to work in a team and support concurrent projects/assignments.

Competencies

Agency-level Competencies

- Serves with Integrity
- Develops Constructive Relationships
- Promotes Learning

MEAL competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Accountability:** actively seeks and responds to key stakeholders' information needs in MEAL activities, using a range of appropriate communication methods.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.
- **Adaptive and Critical Thinking:** uses descriptive and inferential statistics to analyse quantitative data as appropriate to the sampling design.



Disclaimer: This job description is not an exhaustive list of the skill, effort, duties and responsibilities associated with the position.

Interested applicants should send **non-refundable** application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Tuesday, 28th March 2017.** Only short-listed candidates will be contacted.

Address your Application letter and CV to:

Human Resources Department

Catholic Relief Services –South Sudan program, Juba Office.

OR by E-mail to: jobapps@crssudan.org

NOTE: Only shortlisted candidate will be contacted.

CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

