 **GOAL SOUTH SUDAN**

**VACANCY ANNOUNCEMENT**

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| Job Title | Monitoring Evaluation, Accountability and Learning MANAGER |
| **Job Location** | Field location (Agok) |
| **Reporting to** | MEAL Coordinator |
| **Posting Date** | 4th Jul 2017 |
| Closing Date | 24th July 2017 |

**General Description of the Program**

GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Until January 2017 GOAL was supporting 51 PHC/U (8 AAA, 24 Twic, 9 Maiwut, 8 Ulang and 2 Melut) in 5 locations. However GOAL recently massively scaled down from 5 locations to 3 locations (Ulang, Melut in UNS and AAA in Warrap state). GOAL in will 2017 directly support 21 PHC/U (10 Maiwut, 8 PHC/U in Ulang, 2 PHCC, 1 mobile clinic in Melut) and provide guidance with Health system strengthening in Abyei: 2 PHCC (Rumamier, Mijak) Directorate of Health. 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

Additionally GOAL works with the MOH to deliver services through technical, logistic and management support to the County Health Departments (CHDs) additionally the DOH. GOAL works with the health and nutrition clusters in-country to ensure that effective coordination and maximum impact is achieved with the limited resources available.

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**Job Purpose:**

The MEAL Manager works directly with the MEAL coordinator for efficient and timely submission of accurate reports from field sites and maintains an appropriate filling system of received data and reports. The MEAL manager will manage the MEAL function and provide technical support to health strengthening system project by collaborating with DOH and Implementing partners under the guidance of the Country Health Coordinator and Area Coordinator with technical guidance from MEAL Coordinator.

**Detailed Responsibilities**

* Work with the Field MEAL officers at the Abyei Health department 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 programme managers 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
* Liaise with GOAL SS M&E team to ensure coherence of data collection and management, particularly Health strengthening system and FSL M&E.
* Target setting– Develop and Share the relevant indicators on Health strengthening system with the field team and Work with the PM/partners to set and measure targets and also monitor progress against 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, personnel interview and taking photograph and final reports to be shared with AC/Project coordinators.
* 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.
* 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 Coordinator;
* In collaboration with the M&E Coordinator 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 M&E coordinator for  review
* Follow up with field programme team to ensure reports are submitted on time.
* Ensuring reports are reviewed and submitted to M&E coordinator in time
* Regularly update the project indicator tracker and share on or before due date
* Support the M&E coordinator/ programme managers/ coordinators 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 contributing to generation of 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
* 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

**General terms and conditions:**

**Contract Length:** 6 months

***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 Nationals.