



South Sudan
Plot 277, Block 3K, South Tong Ping, Juba
American Residence Road,
Next to Canada house

27th July 2018

VACANCY ANNOUNCEMENT

POSITION TITLE: Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator
DUTY STATION: Juba, Republic of South Sudan
REPORTS TO: Head of Programs
STATUS: Full Time
START DATE: As soon as possible

COUNTRY PROGRAM OVERVIEW

The overall objective of the ARC South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ARC implements a multi-sectoral programs that includes Primary Health Care, Tertiary Care, Nutrition, WASH and GBV prevention and response activities. ARC currently works closely with the County Health Departments in large scale county – wide health and nutrition programming. ARC's GBV programming is expanding its outreach mechanisms and introducing innovative new initiatives. ARC has program activities in Central and Eastern Equatoria, Northern Bahr el Ghazal, Unity and Upper Nile.

PRIMARY PURPOSE OF THE POSITION

Based in Juba, the MEAL Coordinator will be responsible for designing, coordinating and managing all M&E activities across ARC program areas by working closely with the Head of Programs, Senior Health Coordinator, Emergency Health Specialist, GBV Program Manager, WASH Coordinator, Grants Coordinator, Country Coordinators, M&E Officers, regional office and the headquarters.

The MEAL Coordinator will lead in providing technical support / expertise and tools to all ARC's programs, ensuring strong, effective, coordinated Monitoring Evaluation Accountability & Learning (MEAL) systems to drive the program improvement and quality. The MEAL Coordinator will lead the development and implementation of a systematic approach to MEAL, ensuring that ARC and partner teams are able to effectively track outputs and outcomes and manage data effectively for reporting and learning purposes. In addition, the MEAL Coordinator will build the capacity of ARC teams by providing specialist advice. Furthermore, the scope of the role involves but is not limited to carrying out baseline surveys, evaluations, monitoring, reporting, and capacity building of ARC staff, designing and updating data collection tools. The MEAL Coordinator will ensure that Accountability, Learning and Gender mainstreaming is an integral and important part of her/his role.



MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES:

Program development, design and planning:

- Lead and guide ARC and partner teams in high quality information gathering and analysis processes at community, local and national level to inform program and project designs and drive continual improvement across the program.
- Provide high quality, cutting edge technical input to inclusive program and project development processes, particularly on logic of intervention (Theory of Change, Logical Frameworks and MEAL plans), with an emphasis on ensuring sound understanding of how changes happen and sound program logic and objective setting that is informed by contextual information.
- Define and shape strategic objectives and priorities for the program and project development processes, MEAL strategy and MEAL team, involving collaboration with other program units (e.g. technical teams).
- Lead the development of MEAL plans for ARC programs as well as estimating resources for MEAL activities.
- Design and manage evaluations processes, including: developing TORs, advising management on approval of final report, dissemination of evaluation findings and recommendations.
- Develop the overall framework for the ARC Project's M&E systems, in collaboration with ARC senior project staff, including requirements, reporting, baseline, and evaluation surveys.
- Assist project's teams to select data collection methods for adequate monitoring and evaluation ARC country program as a whole.
- Coordinate the regular review of progress towards achieving objectives by Senior Management Team through program reviews, portfolio reviews or other processes.
- Provide input into the design, implementation and dissemination of evaluations, special studies and assessments.

Leading Project Monitoring, Evaluation, Accountability and Learning:

- Lead in the development and implementation of processes, methodologies and tools to ensure high quality reports.
- Develop and implement MEAL strategies (framework and tools), to ensure quality and consistent information is available on program performance and impact.
- Provide technical leadership to ensure the overall quality of ARC team's field data collection exercises, data management, and analysis.
- Ensure the ARC programs are using state of the art monitoring approaches and methods.
- Ensure that ARC's programs are compliant with internal reporting requirements and lead on the establishment of an improved beneficiary database system.
- Develop and continuously update accountability strategy and lead on implementation of program wide feedback and complaint mechanisms in line with ARC standards.
- Share information with program teams and lead the delivery of Country Program knowledge sharing events and processes, focusing on learning and continual improvement.
- Design and manage evaluations in compliance with ARC's evaluation policy, from development of ToR, advising management on approval of final report, dissemination of evaluation findings and



recommendations with intended audiences

- Support the project team and partners in extracting lessons learnt and good practices and documenting case studies which demonstrate qualitative and quantitative changes
- Promote and support the organization of program reviews and events for HPF, UNICEF, OFDA and Amplify Change programs.
- Represent ARC both internally and externally at coordination meetings and other related fora.

Capacity building for ARC staff

- Ensure effective and appropriate capacity building for ARC teams on skills and competencies necessary to deliver high quality MEAL
- Establish and maintain MIS for the program as one of the core functions of Knowledge Management.
- Builds and reinforces the capacity of the ARC MEAL team, other program staff and partners according to the needs.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- Master's / Bachelor degree in international development, social sciences, statistics, economics, public health, or related field is required.
- Minimum of five (5) years' experience and demonstrated expertise in M&E of donor-funded humanitarian and development programs with international organizations / NGOs. Work experience in South Sudan is highly preferred.
- Strong knowledge of M&E methodology data analysis and synthesis, performance evaluation and correction, and report writing.
- Demonstrated MEAL field experience; skilled in collecting, manipulating, synthesizing and analyzing data
- Experience of being accountable to beneficiaries and to donors for quality programming
- Strong interpersonal skills and ability to communicate in English and/or Arabic clearly both verbally and in writing and with all levels of staff; excellent coordination and influencing skills
- Systematic and organized in approach, with ability to work on own initiative
- Proven knowledge of computerized systems; high degree of computer literacy and word processing and spreadsheet skills; SPSS or other statistical software and LMMS or other digital registration / survey software knowledge preferable
- Experience training and building capacity of national MEAL staff
- Strong analytical thinking approach; anticipates problems and regularly provides solutions.

KEY BEHAVIORS AND ABILITIES

- Effective member of team and role model; demonstrates creativity in seeking better ways to do things and shares with team, and promotes high standards.
- Ability to work under pressure, ability to prioritize and commitment to meet deadlines.



- Ability to show perseverance, persistence and patience.
- Drive to achieve results; takes responsibility for own work and delegated project/processes (including some leadership).
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- High degree of flexibility to carry out other actions if the need arises.
- Gender and cultural sensitivity, commitment and an understanding of the values of ARC and the principles of equal opportunities.
- Ability to travel, at times to risky areas and at short notice.

HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs to ARC Juba office located on Plot 277, Block 3K, South Tong Ping, Juba American Residence Road, Next to Canada house. Applications can also be submitted to the following email address: ssvacancies@arcrelief.org. Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is 17th August 2018 at 5:00 pm local time.

