



Approved  
Hga  
01/02/2017



## South Sudan Program

### JOB OPPORTUNITY – MEAL OFFICER

Catholic Relief Services (CRS) is the overseas relief and development agency arm of the United States Conference of Catholic Bishops. It was founded 1943 and works in over 100 countries globally. CRS has worked in Southern Sudan since 1989, supporting and implementing initiatives in Emergency Response, Peace-building, Agriculture, Health, 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. Catholic Relief Services South Sudan Program wishes to recruit highly competent, proactive and self-driven person (**South Sudanese National only**) to fill the position of **MEAL Officer** to be based in **Juba**.

#### PURPOSE OF THE POSITION:

The main responsibility of the MEAL Officer is to support the overall coordination and implementation of monitoring, evaluation and beneficiary accountability functions for the Education project interventions. 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 education projects
- Support the development of data collection tools for routine monitoring, project databases and reporting formats for the education projects;
- Support the implementation of data collection tools for the education project interventions and coordinate with program implementation staff to modify tools if needed;
- Consolidate Indicator Performance Tracking Tables (IPTT) for the Education project interventions;
- Support the development of appropriate databases to meet the information needs of the education project;
- Support development of Terms of Reference(s) for evaluations as necessary and 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 education 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.

### 3. MEAL competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system. Facilitates the use of monitoring data during quarterly participatory reflection events and other for a with partners and other stakeholders to inform project decisions
- **Evaluation:** Develops Terms of Reference for evaluations and reviews which include evaluation and review questions, a balance of qualitative and quantitative methods, and the necessary level of technical rigor.
- **Accountability:** Develops and implements MEAL systems that meet donor requirements and adhere to the agency's MEAL Policies and Procedures. Involves community members in the design and implementation of MEAL systems and other activities in a respectful manner that values local knowledge and priorities and increase project relevance and impact.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders. Supports efforts to monitor, evaluate and report on the effectiveness and impact of learning activities
- **Adaptive and Critical Thinking:** Uses descriptive and inferential statistics to analyze quantitative data as appropriate to the sampling design.
- **MEAL Management:** Develops and manages MEAL budgets that support effective and quality MEAL systems, including ICT if appropriate. Reviews and refines MEAL practices and systems on a periodic basis and addresses any gaps or challenges that arise.

#### MINIMUM QUALIFICATION/EXPERIENCE

- 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.

Application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Tuesday, 14<sup>th</sup> February, 2017**. Only short-listed candidates will be contacted.

Address your Application letter and CV to:

**Human Resources Manager**  
Catholic Relief Services –  
Southern Sudan program, Juba Office

OR by E-mail to: [jobapps@crssudan.org](mailto:jobapps@crssudan.org)

**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.**