



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

Job Title:	MEAL Officer
Qualification:	Bachelor's Degree in Statistics or Social Sciences
Job Location:	Kapoeta
Project Locations	Greater Kapoeta
Contract Duration:	12 Months Renewable
Reporting to:	MEAL Manager

Closing date: 9th July 2024 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

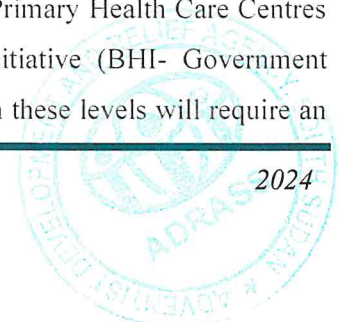
ADRA’s Values: *Courageous. Compassionate. Connected*

ABOUT THE PROJECT:

ADRA signed a PD with UNICEF to implement the Health Transformation Project (HSTP) with funding from World Bank in Eastern Equatoria State, Lot 5 particularly in Greater Kapoeta region of North, South and East Counties from July 2024- June 2027

The HSTP aims at setting up effective implementation arrangements for the delivery of the Basic Package of Health and Nutrition Services (BPHNS) through Hospitals, Primary Health Care Centres (PHCC), Primary Health Care Units (PHCUs), and Boma Health Initiative (BHI- Government Community Health Strategy) structures. The delivery of services through these levels will require an

ADRA South Sudan



enabling environment- both social and environmental- and a functional infrastructure that is well-maintained and supported. The delivery of services will require well-trained, supervised, and supported human resources and the availability of essential medical commodities and supplies. While the new implementation arrangement will involve the BHI as a service delivery platform, priority will be given to the potential role of the platform on prevention and demand generation supported by an effective referral system from the communities and primary health care facilities to the hospitals. Based on this, ADRA is seeking to recruit a competent and qualified County Health Coordinator to support the effective implementation of the HSTP in Eastern Equatoria State under Lot 5

JOB ROLE SUMMARY

Job Summary:

The MEAL Officer will assist in the overall cycle of project monitoring and evaluation of programs. This includes quality programming—that is feasible/viable project approaches while at the same time inquiring after the details of accurate and relevant data collection and informative analysis of that data. The MEAL Officer assists in following timely implementation of activities based on project workplans and timely submission of all forms and reports. These duties will be mainly accomplished through routine field visits and the submission of field monitoring reports that highlight findings and recommendations. He/She will also assist in standardizing data collection tools and systems in the various sectors.

Duties & Responsibilities:

1. Develop log frames, M&E plans and participate in development of overall departmental work plan with objectives.
2. Conduct routine field visits and submit field reports highlighting findings and recommendations to Project Managers and MEAL Manager.
3. Provide guidance to field staff on how to record, report and analyze progress against the workplan.
4. Lead in designing necessary project data collection tools and ensure accurate and relevant data. This should include utilization or promotion of standardized data collection tools.
5. Provide constructive feedback to project managers on reports including Score Cards for improvement on reporting.
6. Contribute in preparing Terms of Reference for consultants, design and costing out for surveys, reviews and assessments for the projects.



7. Provide leadership in most field data collection exercises and data collection management including project staff, volunteers, and contractors on different MEAL tools.
8. Perform analysis of quantitative and qualitative data, develop reports, and share findings in an appropriate format with the project team and the MEAL Manager.
9. Collect and guide field staff in documenting impact stories and adhering to data protection policies and standards.
10. Support and set complaints and feedback mechanism and ensure complaints and feedbacks are collected and report shared on monthly basis.
11. Write monthly and quarterly reports and submit to MEAL Manager and respective project managers.
12. Conduct PDM, IRNA and humanitarian accountability and perform data analysis and reporting.
13. Design data collections tools in KOBO and carryout mobile data collection in the field.
14. Participate in project-specific review meetings and document key learnings.
15. Any other duties as may be assigned.

Other Valued Criteria:

1. Willingness and flexibility to work as the leader of a team.
2. Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs.
3. Ability to research and evaluate new techniques, tools and procedures.
4. Excellent written and verbal communication and interpersonal skills.
5. Planning and organizing.
6. Ability to be approachable and provide a listening ear for all staff.
7. Knowledge of software's KOBO, ODK, SurveyCTO and ONA.
8. Knowledge of data analysis software SPSS and STATA.

PERFORMANCE INDICATORS:

- Meet at least 80% of project work plan indicators.
- Complete at least 80% of planned field activities.
- Ensure timely submission of all sites reports.
- Time management
- Skills transferred to the other staff and gained skills from other colleagues



SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

INSTRUCTIONS FOR APPLICATIONS:

Interested candidates who meet the above qualification and experience for this position, can submit their application and copies of academic credentials together with Employment application form addressed to; jobs@adrasouthsudan.org or hand deliver to ADRA South Sudan Office located at the Seventh-Day Adventist Church Compound, Kuwait Estate Road along Munuki Bilpham Road. Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

