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18/01/2021



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. WAU-2021/18/01/004

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational Unity states and Upper Nile region. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

Position Title:	MEAL Assistant
Reports to:	Conflict Management Team Leader
Duty Station:	Wau
Contract Type	Standard contract of 6 months with possibility of extension depending on funding
Eligibility:	South Sudanese Nationals resident in Wau, Jur
Employment Start Date:	1 st March 2021
Salary	According to DRC DDG Salary scale
Advertisement Closing Deadline	5 th February, 2021, 5:00 PM, EAT

Purpose of the post

This position will support field-level implementation of efforts to ensure conflict-sensitive livelihoods and resilience programming across a multi-sector Food for Peace (FFP) project covering 2 counties of Western Bahr El Ghazal State. The MEAL Assistant will conduct monitoring activities, communicate information, gather data from the field and follow up on activities in order to get feedback on the quality and relevance of the assistance. The position will involve analyzing data, writing up reports, including to capture and document lessons learned.

Responsibilities and Tasks

Monitoring and evaluation

- Regularly undertake field monitoring visits to collect and document information on implementation progress and success of all programs.
- Coordinate baseline and endline as well as other surveys to ensure proper documentation of findings and recommendations
- Support in conducting participatory monitoring activities using a varied set of tools that will ensure that implementation results are captured.
- Support the development of appropriate monitoring tools and methodologies to ensure qualitative and quantitative data is included in reports
- Ensure timely reporting on monitoring activities in line with work plans and project timeline
- Ensure high quality of quantitative and qualitative data by ensuring accurate data collection, data entry and analysis and interpretation of results
- Provide regular verbal and written feedback on field observations and monitoring findings to the MEAL Manager and relevant programme staff
- Provide regular training / capacity building for program staff in all tools and methodologies
- Support the Conflict Management Team on regular updating of the MEAL Database and ensure that the team updates the MEAL Database.
- Carry out data quality verifications/ audits on the reported indicators and carry out programme quality and compliance checks in the field
- Develop MEAL plans within a month for each grant

Learning

- Support program team in capturing and documentation of lessons learned and best practices.
- Contribute to organizational learning through supporting specific analysis, lessons learned, reports and events
- Perform any other relevant tasks as requested by the Line Manager and / or MEAL Manager.

PERSON SPECIFICATION

Qualifications and Experience:

- South Sudanese national from/based and living in Wau or Jur River County.
- Minimum one-year experience in MEAL-focused role within a humanitarian organization
- Highly organized with strong attention to detail.
- Good qualitative data collection and analysis skills
- Professional with good inter-personal skills
- Proficient in MS word, Excel, and SPSS



- Proficiency in KoBoCollect
- Supportive and motivated individual; a team player.

Commitment to humanitarian principles and accountability to affected populations

Desirable:

- Experience working on issues related to peacebuilding and conflict management, conflict sensitivity, community-based approaches, awareness raising, or Protection.
- Work experience in field location of interest – Wau and and / or Jur River Counties.

Note: Only candidates who meet the required educational qualification and work experience would be short listed.

Education: University degree in relevant field (development or social research preferably with a focus on monitoring and evaluation as well as compliance issues) or equivalent professional qualification	<p><i>Find the definition of DRC's Core competencies here</i></p> <p><u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties and encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation • Communicating: You listen and speak effectively and honestly. • Demonstrating integrity: you act in line with our vision and values
Languages: <ul style="list-style-type: none"> • English – working knowledge • Local Arabic – fluent 	
Key stakeholders: <ul style="list-style-type: none"> • DDG Conflict Management PM • MEAL Manager • Program Coordinator • MEAL Specialist and MEAL Officers 	

How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through ssd-jobs@drc.ngo.

OR

Submit your hard copy application to the Human Resource department to the attention of **HR/Admin Officer DRC-DDG office in wau OR any nearby DRC Office**. Title of the position/vacancy number MUST be clearly mark in the application subject line and on envelop. DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender, religion, and age.

Female Candidates are strongly encouraged to apply.



Due to the urgency of the position the vacancy may be filled before the deadline.

Further information

NOTE:

Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one Week of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.comms.southsudanngoforum.org> for other suitable opportunities.

