



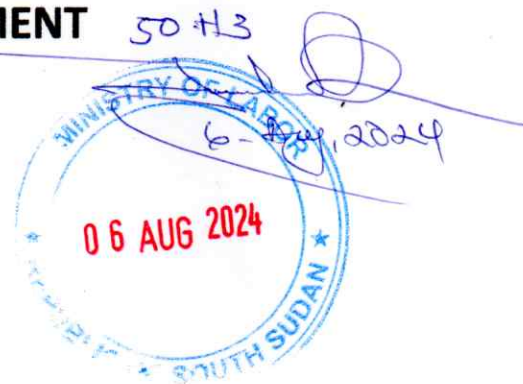
Women Agency for Resilience and Transformation

Thongpiny (Juba Nabari), Plot No 129, BK IV, Off American Residence Road, Juba-South Sudan
Tel: +211 918 842 541/+211 921 241 836

E: info.wartssd@gmail.com W: <https://wart-ssd.org>

VACANCY ANNOUNCEMENT

POSITION TITLE: MEAL Manager
DUTY STATION: Juba (Roving to field Locations)
REPORTING TO: Programs Manager
DURATION: 6 Months
STATUS: FULL TIME



COUNTRY PROGRAMME OVERVIEW

Women Agency for Resilience and Transformation (WART) is a women-led NGO non-political, non-profitable organization established in 2017 to serve the needs of vulnerable women and girls in South Sudan.

WART is dedicated to building women's resilience to shocks and stressors that impact livelihoods, nutrition, health, and development through empowering and building the capacity of women in South Sudan.

WART implements humanitarian assistance projects in GBV, Health, Nutrition, Food security and livelihood, Education and WASH in various parts of the country in South Sudan.

WART is currently seeking qualified candidates for the position of **MEAL Manager**.

PURPOSE OF THE POSITION

The MEAL Manager will provide leadership to MEAL department within WART for undertaking responsibilities as per South Sudan MEAL framework.

- The staff will ensure development and functioning of MEAL systems for enabling quality programme development and implementation.
- The staff member will support the rollout of MEAL system across WART field offices, and ensure that accountability standards are integrated into all aspects of WART's programming in South Sudan.
- The staff will be responsible for building the capacity of relevant MEAL staff, CHDs and lead MEAL staff in undertaking initiatives for effective support provision to programme management in terms of Quality Assurance.
- The staff member will be the direct line manager of the MEAL team
- The staff member will be responsible for contributing to proposal development and strategy planning, and promoting and fostering a culture of shared learning and accountability to the affected populations.
- S/he rolls out a MEAL system for
 - Tracking all projects within the operational area against targets, via ensuring validated trackers are in place, including but not limited to IPTTs, Output Trackers, Distribution Trackers.
 - Ensure that all projects have adequate MEAL Plans in place.





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- Monitoring projects against program quality benchmarks.
- Ensuring accountability to communities in WART programing through establishing systems for information sharing, participation and feedback handling.
- Lead/Support undertaking internal/external evaluations.
- Enable organizational learning through archiving findings of the MEAL systems.

Roles and Responsibilities

Ensure functioning of MEAL Systems as per the WART's MEAL approach

- Monitoring projects against program quality benchmarks.
- Ensuring accountability to communities in WART's programing through establishing systems for information sharing, participation and feedback handling.
- Lead/Support on undertaking internal/external evaluations.
- Lead/Support on needs assessments.
- Enable organizational learning through archiving findings of the MEAL systems.
- Ensure data protection requirements are adhered to by all staff.

System Design and Promoting MEAL

- Promote all aspects of MEAL to support the creation of an organizational culture which prioritizes quality programming, including alignment with WART Programme Quality Framework and MEAL Framework.
- Build strong relationships with colleagues and provide support as required to ensure MEAL system is understood and supported at all levels.
- Lead planning of needs assessments in coordination with sector leads and other agencies, where necessary, ensuring assessment findings are documented and include an analysis of women's needs. Lead development of WART's programme baseline surveys where required.
- Lead on the roll-out of an organizational MEAL framework in line with WART's strategic plan and ensuring accountability to donors and beneficiaries. The MEAL Framework should include robust quality assurance systems, rigorous complaints and response mechanisms, and effective learning methods.
- Support sector technical staff to design tools for monitoring and evaluation of project activities as agreed in MEAL framework.
- Ensures establishment of key indicators for each sector and tracking of data across projects to establish the broader impact on children from all interventions.
- Work closely with the Programms and Operations team to extract support for ensuring functioning of independent MEAL system to track project implementation leading to enhanced quality, accountability, management and impact, including feeding into new proposal development and sharing lessons learned.
- Set up systems to manage complex information generated by MEAL activities, such as complaints databases and qualitative outcome monitoring data systems. Conduct statistical and qualitative data analysis and present and disseminate information to inform programme management at all levels of management within a response. Seek solutions for more complex data management requirements by working with IT colleagues, leading development of databases etc.
- Support Programme Managers to design programmes in compliance with the Sphere Standards.





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- Lead planning, implementation and follow-up of evaluations (real times, evaluations of humanitarian action etc.) Participate in evaluations where required.
- Oversee the design and implementation of accountability mechanisms at field level, such as complaints response mechanisms – working on community assessment, design, implementation, review etc.
- Support technical specialists, Area Coordinators and Programme Managers through a functioning MEAL system to ensure that projects are carried out with participation from all disaster-affected communities (including women & girls), that information is shared with affected communities (through traditional and high-tech solutions) and that they solicit and respond to community feedback

Programme Design and MEAL Resources

- Ensure that MEAL is an integral part of the programme design stage and features in all proposal development.
- Support fundraising efforts, including logframe development, drafting narrative MEAL sections, and review to ensure MEAL activities and costs are adequately covered. Develop standard guidance for incorporation of MEAL costs into proposals in specific responses
- Ensure that MEAL resources are included in proposal development as per the MEAL Budgeting benchmark and work creatively to secure funding from diverse sources, to ensure that MEAL is integrated in emergency and development programmes in a sustainable way.

Promoting Learning for Strategy Development and Decision Making

- Develop a clear agenda and inclusive process for learning and reflection, which informs planning.
- Ensure that information and findings from across thematic and operational regions are consolidated into the Lessons Learned database, which allows analysis of impact and promotion of learning and strategy development for the whole organisation.
- In collaboration with the Programs Manager, lead/support on formation of ToR and selection of consultants for evaluations and provide technical review of progress and final reports. Synthesise this information to improve organisational performance and impact on women.
- Communicate top level learning / analysis reports and monitoring data to ensure that management is able to make informed decisions on a timely basis to scale up and face operational challenges.
- Promote participatory learning processes with communities, women and girls
- Ensure that women participation and child safeguarding is integrated into solid design and delivery.

Staff Management, Mentorship, and Development

- Line manage MEAL staff as required, consistent with WART's HR policy and MEAL Framework
- Creating a shared understanding of MEAL framework and systems in South Sudan; this requires creating cohesion with the field MEAL staff working in different geographic areas.
- Identify learning and training opportunities for MEAL and other staff and act as a mentor and role model for less experienced staff.
- Conduct training and awareness raising activities for operations and programme technical staff, the CHDs at field and country-office level regarding MEAL priorities and quality standards.
- Support the field-based MEAL staff on work planning and problem-solving.
- At the organizational level, support orientation on MEAL framework across the key departments.
- Aquire support for MEAL team from all relevant departments to enable them in undertaking responsibilities as per MEAL framework





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Internal Reporting

- Responsible to ensure that the organisation delivers on all internal WART MEAL requirements in a timely manner and with high quality information, including reporting on DHIS2 Health indicators, total direct and indirect reach data
- Develop systems to ensure monitoring of child participation, gender equity, integration, and other programme quality indicators, as relevant and required.
- Ensure that the MEAL team oversees a clear system of feedback and response from key stakeholders, particularly women, and presents the information to SMT for decision making purposes.
- Attend to other duties as instructed and directed by the Line manager

MINIMUM QUALIFICATION/EXPERIENCE

- BA or BSc in statistics, economics, social sciences or equivalent field experience
- At least 5 years of experience in MEAL, in an humanitarian or fragile context, preferably South Sudan
- Demonstrated skills setting up and rolling out MEAL systems
- Strong experience in information management systems
- Experience in using DHIS2 system is a must requirement
- Experience of, and commitment to working through systems of community participation and accountability
- Previous experience of managing a team, capacity to supervise, train and coach staff
- Demonstrated strong monitoring and evaluation skills, including planning/participating in evaluations
- Ability to work both in an advisory and a hands on implementation capacity
- Ability to write clear and well-argued assessment and project reports
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- Excellent communication skills; Excellent written and spoken English
- The capacity and willingness to be flexible and accommodating in difficult and sometimes insecure working circumstances.
- Proficient in computer programs such as Word & Excel, PPT and statistical packages such as SPSS, STATA, Power BI
- Commitment to the aims and principles of WART.

SKILLS AND ATTRIBUTES

- Excellent analytical and logic skills
- Self-starter and independent thinker and willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationship communities.
- Able to work under pressure and with people from diverse cultures and backgrounds.
- Flexible work style and with an interest in being part of a dynamic and evolving team
- Excellent oral and written communication skills (English and spoken Arabic)





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PSEA

WART has a **ZERO TOLARANCE** to Sexual Exploitation and Abuse of Employees and 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, the 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.

HOW TO APPLY

Qualified and interested candidates should send an application letter, CV with at least three referees, and copies of academic documents to recruitment.wart@gmail.com no later than 28th August 2024 at 5.00 pm local time. Subject title "**Application for MEAL Manager position**"

This position is based in Juba and non-Relocatable, the position is open for both nationals and internationals. The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

NB: WART retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted. Due to the urgency of the position, applications will be reviewed regularly and the position may be filled before the end of the expiry date of the advert.

Only shortlisted candidates will be contacted

Female candidates are encouraged to apply.

