



## Vacancy announcement

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is looking for a qualified candidate to fill the vacant position of **Monitoring Evaluation, Accountability and Learning (MEAL) Officer (m/f/d; national)**

This position will be based in Juba office. Professionally, the **MEAL Officer** reports to the **Location Program Coordinators and the Country Coordinator**.

<b>Job Title</b>	<b>: MEAL Officer (National Position).</b>
<b>Job Location</b>	<b>: Juba Office</b>
<b>Report to</b>	<b>: Location Program Coordinator / Country Coordinator</b>
<b>No. of Position</b>	<b>: One (1)</b>
<b>Starting date</b>	<b>: March 1, 2022</b>
<b>Duration of Contract</b>	<b>: 12 Months (Renewable and option of Promotion after 6 months)</b>

### Overall Responsibility:

The MEAL Officer supports MI's operations with evidence-based data and information about results and impacts of projects/programs providing oversight for the SSD program planning, evaluation, monitoring and knowledge management. The MEAL Officer ensures accountability and enables learning within the organisation.

### Tasks and duties:

- Design and introduce M&E systems for new projects, including MEAL standard procedures, guidance, and tools in line with MI institutional and donor requirements.
- Identify performance indicators and develop quality assurance instruments for sector programs, e.g., Food security, Nutrition, WASH, Protection, and social cohesion according to international humanitarian standards.
- Ensure together with project managers that key performance and accountability data is gathered, analysed, and reported in a timely manner, and inform senior management on any issues and concerns related to be resolved.

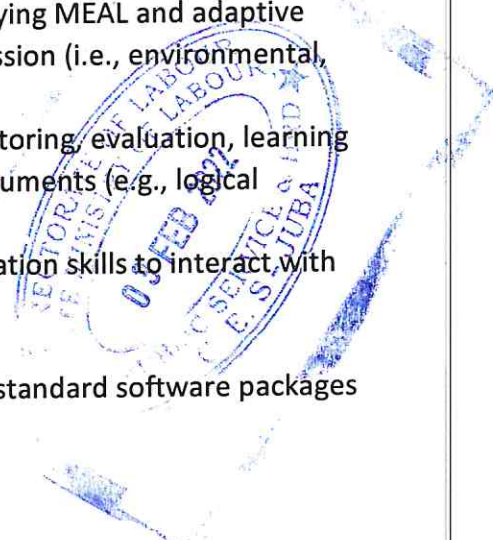


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- Support program staff in planning for and executing MEAL, including data collection methodology and tools as well as data management, analysis, and use.
- Ensure the accuracy, quality, and integrity of data through verification and consolidation to fulfil auditing requirements.
- Ensure implementation and maintenance of the MEAL system, including conducting reviews, consultations, trainings, and updates.
- Inform the Location Program Coordinator, Country Coordinator, MI HQ and donors on relevant project progress and achievements, e.g., performance reporting, compliance with logical frameworks, baseline, end line, Knowledge, Attitude and Practice (KAP) Surveys.
- Develop an adequate data filing and storing system according to relevant data protection standards.
- Ensure that projects/programs adhere to relevant legal regulations, humanitarian standards and MI policies.
- Conduct regular field visits to provide technical support and oversight to the field staff, communicate with beneficiaries and communities, as well as with staff and stakeholders to adhere to ethical principles and avoid discrimination while respecting the individuals' civil, human, and legal rights.
- Facilitate trainings to liaise with and teach field staff, partners, and external stakeholders, e.g., local administration on the need for MEAL.
- Capacity development and training of program staff on MEAL technical and conceptual areas to maintain high monitoring and evaluation management standards.
- Contribute to organizational learning by supporting specific analysis, lessons learned, reports, and regular feedback to enhance MI's learning capacities.

#### **Key Qualifications & Experience:**

- Bachelor's degree in Statistics or social sciences/humanities.
- Post-graduate training in M&E or project management is an added advantage.
- More than five years' practical experience, ideally with an INGO, in monitoring and evaluation, research and data management.
- Demonstrated ability to develop staff capacity and to roll out new systems and procedures contributing to a more systematic culture of learning.
- Awareness, personal commitment and ideally experience in applying MEAL and adaptive management learning to an organisation with a sustainability mission (i.e., environmental, social, economic, and good governance).
- Knowledge of technical principles and concepts of (project) monitoring, evaluation, learning and accountability as well as familiarity with M&E plans and instruments (e.g., logical framework, theory of change).
- Strong facilitation and training skills as well as proven communication skills to interact with diverse groups: colleagues, beneficiaries, partners, donors, etc.
- Ability to work in a team with national and international staff.
- Fluency in English & Arabic (written and spoken), fully literate in standard software packages (Microsoft Office).





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- Skills in SPSS & STATA, Access, Power BI, and Visual Basics is an added advantage.

### How to apply:

- ✚ Qualified South Sudanese National who met the above requirements can submit their applications either by email addressed to; [mb.hr-southsudan@malteser-international.org](mailto:mb.hr-southsudan@malteser-international.org)
- ✚ Hard copies of application, CV, Scan copies of your relevant certificates, salary expectation with three professional references can be dropped at the Reception of:  
**Malteser International – Juba Office.**  
**Plot No. 445, Block 3, Kololo / US Embassy Road**  
**Juba, South Sudan**
- ✚ Please indicate the job title in the email subject line. *2022*
- ✚ The deadline for application is on **18<sup>th</sup> February 2021** at **4:30 p.m. CAT**
- ✚ No phone calls.
- ✚ We regret that we will only be able to contact short-listed candidates.

*Malteser is an equal opportunity employer and welcomes applications from all people, regardless of gender, confession, or origin.*

