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Approved by
Inspector
26/7/2021



VACANCY ANNOUNCEMENT- ROVING MEAL OFFICER

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Kenya, South Sudan, Cambodia, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 2000 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

Action Against Hunger USA is currently looking for a qualified **South Sudanese National** to fill the position of **Roving MEAL Officer** -01 position

Position open date: **July 26, 2021**

Closing date: **August 13, 2021**

Expected Start date: **September 1, 2021**

Contract Duration: **12 Months**

Location: **Roving, Warrap and Northern Bar El Gazal**



PURPOSE AND SUMMARY OF THE POSITION

Under supervision and guidance of Head of Base and MEAL Coordinator, the Roving MEAL Officer provides support in operationalization of MEAL systems in Warrap and Northern Bahr el Gazal programmes through technical support, build capacities of staff throughout the programs life cycle to ensure program quality in those states.

The Roving MEAL Officer position is charged with implementing the Action Against Hunger South Sudan MEAL plan and Accountability framework at field level, monitor current projects and identify new, creative and innovative opportunities for ensuring program quality.

TASK & RESPONSIBILITIES

Key to the role is overseeing that monitoring, evaluation. Accountability and learning of projects informs quality and timely implementation of projects at field level.

Objective 1. Operationalising Monitoring and evaluation.

The Roving MEAL Officer is responsible for overseeing the planning and implementation of monitoring and evaluation activities such as

- ❖ Support project operationalisation of the MEAL framework and MEAL plan.
- ❖ Strengthen project team understanding of MEAL systems and process to assure achievement and progress towards project outputs and outcomes.
- ❖ Ensure those projects are implemented in accordance with Action Against Hunger M&E standards and guidelines.
- ❖ Ensure that project data collection and management methodologies used at field level are standardised, enabling the specific vulnerabilities of different target groups to be captured and analysed.

- ❖ Support program team in partner reviews processes and reporting

Objective 2. Capacity Building and Learning

- ❖ Offer ongoing support to project team and partners in understanding Action Against Hungers' MEAL Standards and practices
- ❖ Work with project team and Advocacy & communications office to identify areas of learning and ensure learning systems are in place.

Objective 3. Social Accountability

- ❖ Ensure that all project staff at all levels fully understand and promote accountability in general and to children in particular, through training, coaching, and enhancing adherence to HAP standard.
- ❖ Ensure a proper complaints mechanism is in place and that all projects stakeholders are sensitized on how to use the complaints mechanism
- ❖ Ensure that there is no any form of exploitation and discrimination (based on any ground) of project beneficiaries always during the lifespan of the project.
- ❖ Develop and report against accountability and participation-related indicators and issues
- ❖ Facilitating information sharing with key stakeholders, including partners and beneficiaries, and promote transparency throughout all stages of implementation.
- ❖ Ensure that all data collected via complaint/feedback forms are enter into CFM database and response followed up.

Objective 4. Data management

- ❖ Support, develop and maintain up to date MEAL framework, plans and indicator tracking tables in line with Action Against Hunger's MEAL framework and Plans.
- ❖ Support project team in the development of standard data collection tools and protocols at each level of project information flow/data chart.
- ❖ Ensure daily data is collected and entered into database. Weekly and monthly data submitted to Juba office and respective field level stakeholdser.
- ❖ Review and compile monthly reports from the field to complete internal and external reports
- ❖ Support updating of data as guided by project and program indicators periodically.
- ❖ Ensure all sector data are properly recorded which will be used as means of verification to ensure quality.

- ❖ Program Director: functional relationship – technical supervision and support – exchange of information
- ❖ MEAL Coordinator: hierarchical relationship, reporting lines, support.
- ❖ Others Programme staff: exchange of information and coordination with other programs to maximize the impact of activities.

Local Authorities and Partners: exchange of information, coordination, training.

GENDER EQUALITY COMMITMENTS

- ❖ Lead in collaboration with program managers programs/ projects implementation in the project base and sites maintain Gender Minimum Standards (GMS) as stipulated by AAH Network Foster an environment that supports values of women and men, and equal access to information.
- ❖ Provide a work environment where women and men must be evaluated and promoted based on their skills and performance
- ❖ Respect beneficiaries' women, men, boys and girls regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age or marital status
- ❖ Value and respect all cultures.
- ❖ Promote and uphold the PSEA policy and procedures.



REPORTING RESPONSIBILITIES

- ❖ Ensure timely preparation of weekly, monthly, quarterly and annual reports (both quantitative and narrative; internal and external/donor) on programs activities
- ❖ Support Program data Officer at base level in review, compilation and analysis of programs reports
- ❖ Preparation of other reports as needed

POSITION REQUIREMENTS

QUALIFICATIONS

- ❖ A relevant academic qualification degree in statistics, Economics, education, social work with diploma in M&E as added advantage.
- ❖ At least 2 years of experience in Monitoring and Evaluation with NGOs
- ❖ Experience in designing tools and strategies for data collection, analysis and generating reports.
- ❖ Capacity building experience in project monitoring, reporting and evaluation.
- ❖ At least 1 years of experience in humanitarian field of work (mandatory)
- ❖ Fluent in English (spoken and written)

SKILLS & EXPERIENCE

	ESSENTIAL
	<ul style="list-style-type: none">❖ Good Communication and interpersonal skill❖ Good analytical skills and organizational capacity❖ Knowledge of a variety of ICT systems including excel, words and ODK❖ Ability to work under tight deadlines and share relevant information❖ Willing to travel in remote areas with basic living conditions.❖ Strong communications and capacity building skills, with excellent verbal and written English❖ Good working knowledge of Computer, particularly Word and Excel Computer skills.❖ Additional working knowledge and experience with SPSS and other applications is preferred.
	PREFERRED
	<ul style="list-style-type: none">❖ Relational qualities, Flexibility, Dynamism, Creativity,❖ Ability to analyse data and produce quality graphs and reports.❖ Additional working knowledge and experience with SPSS and other applications is preferred.

To apply, please! Send your cover letter and CV with three professional References, and copies of your Academic Credential to recruitment@ssd-actionagainsthunger.org specify **Roving Monitoring, Evaluation, Accountability and Learning Officer**: in the Subject Line of your email, you can also drop the Hard Copy of your Application Document to our Warrap State Field Office Located in Alek or Our Maluakon Field Office Based in Aweil East.

The deadline for applications is **Friday August 13, 2021 at 4: 30 pm CAT** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

"Any Application sent After the Mentioned Deadline will not be considered"

"This Position is Open to South Sudanese Nationals Only and Residents of the Duty Station will be given Priorities"

"Application sent without the required Attachments will not be considered"

"Qualified Female Candidates are encouraged to apply"

