**JD MEAL OFFICER-DANIDA PROJECT**

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| **JOB TITLE: Roving** Monitoring Evaluation Accountability and Learning (MEAL) Officer |
| **DIVISION / DEPARTMENT / LOCATION: Rumbek**, South Sudan | **JOB FAMILY:** Programme |
| **SALARY:** D1 National Salary | **LEVEL:** D1 National |
| **REPORTING LINES:** **Post holder reports to: Programme Manager Rumbek Matrix Manager MEAL coordinator** **Staff reporting to this post: TPD****Period:** Based on project life span  |
| **KEY RESPONSIBILITIES:**1. **Operationalising Monitoring and Evaluation**
* Support project operationalisation of the MEAL Framework and MEAL Plan.
* Strengthen Project Team understanding of MEAL systems and processes to assure achievement and progress towards project objectives and outcomes.
* Ensure that Project is implemented in accordance with Oxfam program standards, and Oxfam’s Programming tools and approaches.
* 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 programme team in partner reviews processes and reporting
* Support programme around designing and development of processes and initiatives to support strategic planning, project development, evaluation and learning as required
1. **Capacity Building and learning**
* Offer ongoing support to Project Team and partners in understanding Oxfam MEAL Standards and practices
* Take lead in facilitating development of partners capacity building and risk management plans
* Work with Project Team and Media and Communications Office to identify areas of learning and ensure learning systems are in place.
1. **Social Accountability**
* Ensure that all project staff at all levels fully understand and promote accountability in general and to children in particular, through training and coaching and enhancing adherence to the HAP (put in full) standard.
* Ensure a proper complaints mechanism is in place and that all project stakeholders are sensitised on how to use the complaints mechanism
* Ensure that there is no any form of exploitation and discrimination (based on any grounds) 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.
1. **Data Management**
* Support, develop and maintain up to date MEAL framework, plans and Indicator tracking tables in line with Oxfam 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 flow chart.
* Support updating of data as guided by project and program indicators periodically
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