



EXTERNAL JOB VACANCY

Vacancy NO. 2-Jub-2022-10-23- N

Job Title: Roving MEAL Coordinator (1 Post)
Location: Juba 20% and 80% travel to RI field locations
Duration: 5 Months with possibility of extension, depending on availability of funding
Reports to: Technical Health Manager
Start Date: ASAP
Eligibility: South Sudanese National only (with ability to travel to all RI locations in country)

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach – which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

Position summary:

The role of the **Roving MEAL Coordinator** is to ensure quality of reports across the two lots. S/he will ensure clear data flow strategy; all health facilities have different HMIS tools. The MEAL Coordinator will ensure all reports are submitted into DHIS 2 timely, building the capacity of health workers and MEAL Assistants, undertake Data Quality Assessment (DQA) and on regular bases track all project indicators. The **Roving MEAL Coordinator** will be based in Juba 20% and 80% field travels (40% Lot 2 and 40% Lot 4).

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:





- Support in data management, including training of health workers and CHD on the use of different HMIS tools.
- Ensure all health facilities and BHI sites have necessary HMIS and CHMIS tools available.
- Lead on assessments, surveying, and evaluation in the field.
- Liaise with field offices and all the consortium partners for timely submission of reports.
- Liaise with MEAL Assistants, to conduct regular supportive monitoring visits to the facilities using proper monitoring tools, and ensure accuracy of data entry into HIMIS tools.
- embrace high quality data by providing feedback and sharing reports with SSD Country Office management team regarding quality of data reported.
- Undertake DQA to all the supported health facility and organise meetings with responsible persons to discuss any data issues identified at the health facility level.
- Participate in the development of Logical framework for donor proposal.
- Develop a comprehensive MEAL plan that comprises all project's indicators, definitions, method of calculation, method of data collection, data reporting and analysis, frequency of reporting, responsible persons, assumptions, and risks per each indicator.
- Oversee all project indicators' tracking (segregated by sex, age, disability status, etc.) using a well-organized Indicators' Performance Tracking Table (IPTT) monthly.
- Ensure all the Means of Verifications (MoVs) are tracked and submitted to the Program Manager for review to be submitted to donor by end of life of project.
- Lead on lesson' learning events with project stakeholders to provide advice on best practices, successes, challenges, and mitigation measures needed concerning program quality standards and accountability to affected populations during field visit.
- Ensure accuracy of data reported, proper disaggregation and high quality as per donor UNICEF requirement before submission.
- Support in the development of interactive project database Dashboards using LogAlto or Power BI.
- Conduct data reflection meetings with program teams monthly to inform them on any under-achieving indicators, which are not on track, or over-achieving indicators.
- Ensure timely compilation and submission of weekly and monthly reports into DHIS2 EWARS.
- Participate in the compilation of quarterly reports by providing accurate data and inputs on performed MEAL activities.
- Supervising the MEAL Assistants, support in the documentation of success stories across the SSD Counties.

Note:

- The role of the **Roving MEAL Coordinator** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **Roving MEAL Coordinator** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualification and Minimum Requirements:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.



- Bachelor required, Master's degree preferred, academic or commensurate work experience in Statistics, Social Science, Development studies or project management from a recognised university
- Minimum of three years professional experience in MEAL in complex humanitarian settings, with knowledge of integrated Health, WASH, Nutrition, FSL and Protection programming
- Proven ability with strong connectional and analytical skills for planning, monitoring, and learning
- Experience in providing capacity building to health workers
- Experience in data collection, processing, analysing, monitoring and utilization at county level.
- Experience in South Sudan DHIS2 both reporting and analysing data at DHIS 2.
- Proven experience of cooperating and working with others in a team
- Experience in leading on assessments from writing scope of work, to generating tools, administering surveys, running data analysis, presenting results in well-structured reports
- Demonstrable experience of working with massive data and generating dashboards
- Excellent knowledge and skills in mathematics for statistic related to sample calculation, and data analysis required
- Demonstrable experience of working with statistical package such as SPSS

➤ **Skills and Competencies**

- Advanced Computer skills in Microsoft word, PowerPoint, and Excel
- Professionally fluent in written and spoken English.
- Ability to work effectively in a fast-paced, stressful environment with demonstrated ability to manage multiple priorities, deadlines, and tasks efficiently.

➤ **Field specific competencies**

Contribution to program achievements, Flexibility, resilience, accountability towards beneficiaries and Stakeholders.

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:

Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked **2-Jub-2023-01-10-N** to Relief International office in **Juba**



Or by Email to; recruitments@ri.org

Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received

Deadline: [Jan 30, 2023, 4:30 pm SSD local time](#)

- Only shortlisted applicants will be contacted

