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Approved
16/6/2026



16th June 2026

REF: JOB Advertisement MEAL Officer (1)

Position MEAL OFFICER
Duty Station: Yei/ Kajo- Keji Central Equatoria state, South Sudan
REPORTING TO: Field Coordinator
LINE MANAGEMENT RESPONSIBILITIES: None
Matrix Line Manager: Meal Coordinator
ROLE PURPOSE: The MEAL Officer will be part of the MEAL team, supporting implementation of the overall MEAL system. The role holder will assist MEAL team with activities including data collection, database management and analysis, maintain the output tracker and the indicator performance tracking, regular process monitoring, assist with planning field visits, post distribution monitoring, assessments and evaluations. The role holder will provide general support in data entry and management. The role-holder will support the MEAL team and programme team to ensure learning and accountability systems are put in place and working effectively while maintaining high professional standards of all our programmes.
KEY WORKING RELATIONSHIPS S/he reports to the MEAL Coordinator and has regular contact with all staff in the Field Office. Close contact with the Field Coordinators and programme staff in the project locations

Scope of the Role:

- The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of justice, humanity, honesty, respect and fair treatment of his/her colleagues and staff.
- The job holders should observe compliance of core humanitarian standards and IRW compliance in the whole project management cycle (PCM) and share the monitoring findings with the project management team as well as the IRSS management team proactively;

KEY ACCOUNTABILITIES:

MEAL tasks for Strengthening Community Resilience and Economic Empowerment Programme (SHEEP) project.

This includes the following:



MAIN OFFICE
AFEX River Camp, Stadium Road
Cemetery Road, Juba
Tel: 0922680312 / 0924481467

WAU OFFICE
Hai Darajat Opposite
St. Joseph Church
Tel: 0922680305

YEI / KAJOKEJI OFFICE

WARRAP OFFICE
Along Warrap Akop Road,
Next to Kuelakual Primary
Maanakon
Tel: 0922680305

KAPOETA OFFICE
SOUTH SUDAN

Website: www.islamic-relief.org
RRC Reg No. 051

Monitoring

- Ensure that **Strengthening Community Resilience and Economic Empowerment Programme (SHEEP) project** has solid MEAL plans, Indicator Performance Tracking Tables and log frames and well updated in the Output trackers.
- Take lead and work with the project leads to update the indicator tracking tables and provide necessary MEAL guidance regarding project performance. Supporting projects to development systems and processes for the implementation of M&E plans based on Islamic Relief best practice.
- Take lead in the development of tools and guidelines for data collection, collation and reporting, for instance ensure that projects have clear MEAL plans and tracking of total beneficiary reach.
- Support design and monitoring of quality benchmarks and take lead in monitoring project quality benchmarks to ensure that project quality standards are not compromised.
- Manage information generated through MEAL activities, such as complaints and feedback databases, action tracker etc. Additionally support the utilization of the information gathered for program improvements
- Support monitoring of field level activities with quality benchmarks and course correction action planning
- Support and/or promote utilization of data generated through MEAL activities and events such as monitoring visits, baselines, assessments, reviews, real time evaluations etc.; by conducting regular and/or periodic trends analysis and producing short and precise internal reports in line with IRSS requirements
- Plan and conduct Routine Data Quality Assurance in collaboration with staff for the reported data to ensure that data reported is validated, is accurate and consistent while providing feedback as necessary to programme teams.
- Contributing to programme updates for the response management and internal information sharing on a regular basis.
- Consolidate output tracker data and support Programme staffs with data collection processes needed.
- Undertake regular post distribution monitoring to ensure project performance, quality, timeliness and accuracy vis-à-vis logical framework approaches (LFAs), results frameworks, performance monitoring plans and emerging best practices.



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- Ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter, Core Humanitarian Standards and Red Cross Code of Conduct.

Evaluation

- Coordinate various assessments and surveys including recruitment and training of research assistants, coordinating and supervision of collection and analysis of data.
- Keeping track of project baselines, assessments, reviews, evaluations – tracking trends and recommendations, progressing their implementation where appropriate.
- Support and participate in planning, implementation and follow-up of evaluations, for instance writing TORs, preparing literature review packs, planning evaluator itineraries, planning staff workshops, report review.
- Providing support during internal/external reviews, evaluations, and lessons learned activities.

Accountability:

- Maintain and update action tracker for the projects while ensuring that actions agreed upon from debrief meetings with programme teams are actioned.
- Facilitate quality reporting on time to comply with donor requirements for different projects under IRSS programmes.
- Support rolling out application of accountability approaches as per IRW Accountability Matrix.
- Monitoring IRSS's agreed cross-cutting objectives of Gender Equity, Protection and Core Humanitarian Standards (CHS) in overall programme work.
- Support Complaint Response Mechanism (CRM) of IRSS.
- Support programming and field staff to ensure that projects are carried out with participation from target communities and that information is shared with target communities.
- Ensure strong accountability mechanisms are set up and monitored, that information is correctly shared with rightsholders through the most appropriate mechanisms and that rightsholders actively participate in project activities.
- Maintain and update a complaints and response mechanism database for tracking feedback from communities and ensure that the feedback/complaints are responded to.



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- Build capacity of other program staff to undertake accountability including ensuring participation of communities and sharing information with communities as well as undertake accountability assessments.

Learning:

- Professionally document and proactively share information and learning from projects with Islamic Relief staff and stakeholders as necessary.
- Take an active role in ensuring that staff are compliant in uploading data and reports into GPMS and other relevant online systems and maintain such database systems.
- Work with programme staff to promote learning culture and ensure learning is shared across field offices by encouraging cross learning between and within sectoral teams, tracking trends and recommendations and progressing their implementation in the planning and project design where appropriate.

Child Safeguarding.

- Comply with Islamic Relief policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

PERSON SPECIFICATION

Qualifications/skills/experience

- Bachelor's degree in Statistics, Information Management, Social sciences or its equivalent.
- At least 3 years of working experience on MEAL and Complaints Response Mechanisms
- Experience of gathering, analysing and presenting quantitative and qualitative data
- Experience conducting M&E for emergency and development programmes
- Proficiency in English and Arabic; able to contribute to write reports and proposals.
- Proven ability to work both individually and as part of a team
- Good organizational and interpersonal skill
- Knowledge and understanding of Monitoring and Evaluation, particularly in INGOs
- Advanced IT skills, particularly in Excel and statistical software such as SPSS analysis.
- Able to apply research concepts such as designing questionnaires and to conduct structured interviews for data collection purposes
- Positive attitude towards community work with emphasis on the ability to learn from communities and support participatory, innovative approaches to problem solving.



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- Excellent communication skills and a willingness to be respectful, kind, sensitive and empathise with all children and their careers.
- Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions.
- Commitment to Islamic Relief's Values.

Mode of Application

Interested candidates should submit their application letter briefly describing a motivation for the position and highlight relevant experience, updated curriculum vitae(cv), National ID and copies of certified certificates to IRSS.recruitment@islamic-relief.com.ss or drop a hand delivered copy to Islamic Relief Yei/ Kajo-Keji Offices not later than the dateline 6th July 2026 at 5:00pm Local Time

Only shortlisted candidates will be contacted

Due to the urgency of this role, Islamic relief reserves the right to shortlist applicant prior to the closing date, on rolling bases, earlier applications will be highly considered

Please indicate the location you are applying for on the application letter

Female candidates are strongly encouraged to apply and join our work culture that empowers every employee to share ideas and take responsibility. At Islamic Relief we think outside the box, we encourage ideas and give responsivity to all employees at all levels to help solve complex issues that we face. You will have many opportunities to be heard and take the initiative.

