

**VACANCY ANNOUNCEMENT**

<b>JOB TITLE:</b>	Education MEAL Officer – ECHO
<b>LOCATION:</b>	Juba, roving Fangak, Canal / Pigi & Twic
<b>LINE MANAGER:</b>	MEAL Manager
<b>Partnerships</b>	Project Coordinators, Project Officers, and local partners
<b>APPLICATION DEADLINE</b>	<b>February 28, 2023</b>



***This recruitment is contingent on donor funding.***

**Introduction**

WTI is an international NGO that challenges poverty and inequality by expanding access to, and improving the quality of education and training, for communities affected by conflict, displacement, neglect, or discrimination. WTI has over 40 years' experience investing in the education, professional and leadership development of conflict-affected communities in the Eastern and Horn of Africa. Our vision is A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good. WTI challenges poverty and inequality by expanding access to, and improving the quality of, education and training for communities affected by conflict, displacement, neglect, or discrimination in Eastern and Horn of Africa. WTI has been operational in South Sudan since 2006 but supported hundreds of South Sudanese refugees through undergraduate and postgraduate scholarships. Besides its scholarship program, WTI is lead education partner in the humanitarian and development sector. WTI implements teacher training, intensive English courses and infrastructure improvements in schools and communities.

**Job Summary**

The purpose of this role is to ensure the implementation of ECHO activities in the project location. The MEAL Officers officer will work together with Project Officer in the implementation the implementation, monitoring and reporting of the Project activities.

**Major Responsibilities**

**Monitoring:**

- Conduct regular field monitoring visits to supported schools and communities by the ECHO project and maintain up to date 'Monitoring-Action Plan Tracker' to project officers, project coordinators and MEAL Manager.
- Regularly monitor program activities interventions against Quality Benchmarks/Minimum Standards/Quality Checklists and Specific Criteria etc.
- Monitor closely the implementation of ECHO project MEAL plan and work closely with project officers to ensure timely and effectiveness in implementation of the Detailed Implementation Plans (DIPs) and provide up-to-date progress report to MEAL Manager and Project Coordinator.
- Conduct regular or termly or quarterly school attendance spot-checks and organize community or stakeholders meeting to gather up-to-date, primary information and feedback regarding the ECHO project.

**Evaluation:**





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- Assist MEAL Manager carrying out, coordinate or lead in need assessment, internal survey, mid-term review, formative, and operational research etc. in the ECHO project.
- Assist MEAL Manager in preparing and conducting periodic baseline and endline studies.
- Capture beneficiary's success or impact story, activities case studies, and document best practices based on the context and project interventions at the various field location.

**Accountability**

- Establish and roll-out an effective functional system for complaints/feedback handling and response mechanisms for the ECHO project.
- Ensure the Complaint Response Mechanism (CRM), helpdesk, suggestion boxes are functional and accessible to beneficiaries at the school and community levels.
- Assist MEAL Manager Officer in carrying out preliminary first verification reports in case of serious nature of complaints filed by beneficiaries/communities and support for investigation as per CRM protocol.
- Make sure that agreed action plans from CRMs are followed in timely manner.
- Ensure that the CRM guidelines are being followed by project team leads and members.
- Work closely with the project officers, project coordinator and MEAL Manager to ensure that feedback to schools, communities and county offices implementing the project is within time.

**Learning and project quality**

- Assist MEAL Manager to collate and compile quality reports, findings, lessons learned, and recommendations to provide relevant evidence for learning from the project interventions.
- Share learning and provide constructive comments to colleagues in order to ensure ECHO project quality.
- Assist MEAL Managers in collate information for capacity building of project team through learning forums, training, meetings, and activities planning forum or brainstorming.
- Assist in supporting frequent or regular learning events/forums and compilation and develop of learning outcomes and follow-ups.
- Perform any other duties, roles and responsibilities assigned by MEAL Manager.

**Data Collections, Tools, and Management:**

- Assist in developing, adopt and dissemination of data collection tools to measure output and outcomes indicators of the ECHO project.
- Validate data collected by project team against performance indicators/IPTTs, and narrative reports to ensure accuracy and effective for decision making.
- Work with MEAL Manager to ensure the collection of relevant and appropriate data needed for an effective decision making and implementation of the ECHO project.





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- Develop/ Adopt and keep an up-to-date database of ECHO project at the field level and timely update and sharing of data with MEAL Manager of changes to maintain up to date at the project level.
- Prepare and conduct focus groups, KII and other qualitative and qualitative data collection exercises with project beneficiaries and stakeholders at the field level under the guidance of the MEAL Manager.
- Regularly collect data on and analyze the Complaints Reporting and Feedback Mechanism (CRFM) accountability data to the project team to facilitate quality improvement.
- With close coordination with MEAL Manager, the MEAL Officer should ensure information/data collected from beneficiaries and stakeholders are analysed and feedback, responses and findings are shared with the stakeholders, where necessary.

#### **Reporting:**

- Collate, produce, and share Field Monitoring reports, MEAL monthly report, Indicators Performance Tracking Table (IPTT), bi-annual and annual reports etc.
- Frequently updates and report on complaints registers with the support of MEAL Manager, to develop key actions, follow-ups, and feedback sessions to ensure accountabilities, involvement of the ECHO project beneficiaries and stakeholders.
- Assist the MEAL Manager to generate quality MEAL reports, evaluation reports, need assessment, internal survey, mid-term review reports.

#### **Qualifications**

- BA degree in Education – primary or secondary education focus, education development, Monitoring & Evaluation, or other relevant social science degree.
- Fluency in written and spoken Arabic and English

#### **Experience and Skills**

- A minimum of 5 years in a project implementation in emergency context for an NGO, UN agency or other development or humanitarian organization.
- Experience in working and supporting capacity building efforts of local partners.
- Proven experience monitoring and implementation of education in emergencies (EiE) programming and in participating in emergency coordination forums (education cluster, education working groups etc.).
- Familiarity with key international standards for humanitarian work and education in emergencies (e.g., INEE, SPHERE, HAP principles, etc.).
- Excellent understanding of the education monitoring and evaluation processes and methodologies.
- Proven representation and advocacy skills.
- Strong report writing skills, including experience in writing funding proposals and donor reports.
- Good interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, considering cultural and language difficulties.



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Submit your applications in hard copy to Windle Trust International Office at CMS Compound, Hai Cinema P.O. Box 218 Juba, South Sudan or electronically to [SouthSudan@windle.org.uk](mailto:SouthSudan@windle.org.uk)

"Please indicate in your email subject line: **Application for xxxx – your name.** For example: **Application for ECHO Education Project Officer – Christopher**"

**Application Deadline: February 28, 2023**

Windle Trust International has zero tolerance on all forms of abuse including sexual exploitation, sexual abuse, human trafficking, child abuse, child labor, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

