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Approved by  
Inspector of Labour  
20/03/2024



Munuki SDA  
Compound  
P.O Box 247  
Juba, South Sudan

## JOB ADVERT

**Job Title:** Monitoring, Evaluation, Accountability and Learning (MEAL) Officer  
**Qualifications:** Bachelor's Degree in Statistics or Social Sciences  
**Experience:** At least 3 years in MEAL positions, preferably in humanitarian agencies  
**Job Location:** Nasir County - Upper Nile, South Sudan  
**Direct Supervisor:** MEAL Manager

**Closing date:** 9<sup>th</sup> April, 2024 at 5:00pm South Sudan time

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**Introduction:** The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

**ADRA’s Motto:** *Justice. Compassion. Love*

**ADRA’s Values:** *Courageous. Compassionate. Connected*

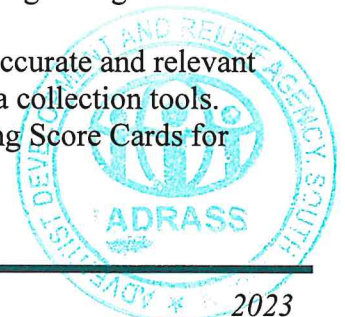
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### **JOB SUMMARY:**

The MEAL Officer will assist in the overall cycle of project monitoring and evaluation of programs. This includes quality programming—that is feasible/viable project approaches while at the same time inquiring after the details of accurate and relevant data collection and informative analysis of that data. The MEAL Officer assists in following timely implementation of activities based on project workplans and timely submission of all forms and reports. These duties will be mainly accomplished through routine field visits and the submission of field monitoring reports that highlight findings and recommendations. He/She will also assist in standardizing data collection tools and systems in the various sectors.

### **DUTIES & RESPONSIBILITIES:**

1. Develop log frames, M&E plans and participate in development of overall departmental work plan with objectives.
2. Conduct routine field visits and submit field reports highlighting findings and recommendations to Project Managers and MEAL Manager.
3. Provide guidance to field staff on how to record, report and analyze progress against the workplan.
4. Lead in designing necessary project data collection tools and ensure accurate and relevant data. This should include utilization or promotion of standardized data collection tools.
5. Provide constructive feedback to project managers on reports including Score Cards for improvement on reporting.



6. Contribute in preparing Terms of Reference for consultants, design and costing out for surveys, reviews and assessments for the projects.
7. Provide leadership in most field data collection exercises and data collection management including project staff, volunteers, and contractors on different MEAL tools.
8. Perform analysis of quantitative and qualitative data, develop reports, and share findings in an appropriate format with the project team and the MEAL Manager.
9. Collect and guide field staff in documenting impact stories and adhering to data protection policies and standards.
10. Support and set complaints and feedback mechanism and ensure complaints and feedbacks are collected and report shared on monthly basis.
11. Write monthly and quarterly reports and submit to MEAL Manager and respective project managers.
12. Conduct PDM, IRNA and humanitarian accountability and perform data analysis and reporting.
13. Design data collections tools in KOBO and carryout mobile data collection in the field.
14. Participate in project-specific review meetings and document key learnings.
15. Any other duties as may be assigned.

**OTHER VALUED CRITERIA:**

1. Willingness and flexibility to work as the leader of a team.
2. Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs.
3. Ability to research and evaluate new techniques, tools and procedures.
4. Excellent written and verbal communication and interpersonal skills.
5. Planning and organizing.
6. Ability to be approachable and provide a listening ear for all staff.
7. Knowledge of software's KOBO, ODK, SurveyCTO and ONA.
8. Knowledge of data analysis software SPSS and STATA.



**PERFORMANCE INDICATORS:**

1. Meet at least 75% of project work plan indicators.
2. Complete at least 75% of planned field activities.
3. Ensure timely submission of all sites reports.
4. Time management

**INSTRUCTIONS FOR APPLICATIONS:**

All application should be emailed to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org). For hand delivery, we are located inside Seventh- Day Adventist Church Compound at Seventh- Day Round about. Qualified female South Sudanese nationals are highly encouraged to apply.

**Note:**

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.



**SAFEGUARDING:**

*ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*

