



JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document.

Job Title:	Senior MEAL Officer (Position One)
Country Program:	South Sudan
Location of Position:	50% Juba and 50% Malakal field site
Position Opened for:	South Sudanese only (Internal/External)
Report To	MEAL Manager and Roving Nutrition Manager
Desired Start Date:	ASAP
Advertised date	28 th May' 2025
Contract Duration	31 st -Dec-2025 with possibility of extension based on funding
Closing Date for Applications:	16 th June' 2025

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Summary of Responsibilities:

The overall responsibility of the Senior MEAL Officer will be supporting nutrition assessments in the program locations and identifying priority counties. He/She will be responsible for MEAL data analysis, planning, field implementation, and contributing to



report development. The role involves frequent field travels to implement nutrition assessments, MEAL data assessment, close collaboration with local authorities, and other internal stakeholders.

ESSENTIAL JOB DUTIES / SCOPE OF WORK:

SMART assessment design and planning

- Undertake and participate in needs assessment, including SMART/ KAP/PDM surveys organized by the IMC and requested by the nutrition cluster.
- In coordination with the Nutrition Coordinator, undertake the assessment design phase: collection of background information/desk reviews, protocol development including tools, determination of logistics and budget needs, and required equipment.
- Participate in field implementation, including training the survey teams, supervising data collection, data entry, data quality checks, and analysis.
- Participate in recruiting survey teams, considering local contexts and collaborating with the Ministry of Health, County Health Department (CHD), South Sudan's Relief and Rehabilitation Commission (RRC), local administration, and International Medical Corps field staff.
- Supervise data collection, conduct data reviews, data quality analysis, and ensure timely correction of potential data quality issues.
- Work on the assessment report, present to the NIWG/nutrition cluster, and ensure it is validated to the standard needed.
- Actively participate and represent International Medical Corps in national coordination forums, including the NIWG meeting, CMAM TWG, and other forums.
- Support to undertake IPC/FSNMS+ assessment across all counties and provide technical support requested by NIWG members, UNICEF/WFP/cluster/partners.
- Create and maintain smooth working relations and open collaboration with national government departments, local government, and key partners.
- Follow up on the budget allocated to nutrition assessment activities in liaison with the supervisors, Finance, and Logistics Departments and organize and follow up on all other procurements needed for the nutrition assessments.

Routine monitoring, Accountability and capacity building

- Conduct regular field visits to supervise teams, ensuring all data collection forms are reviewed and signed by team leaders before leaving the field, and that teams revisit households with absent members at least once before closing field activities.



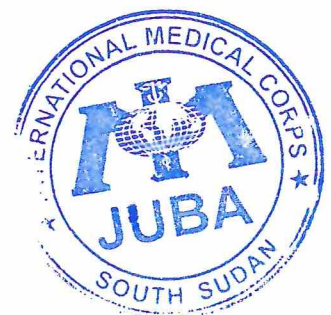
- Ensure accurate household selection and proper daily verification of survey equivalency and measurements, with precise recording of all data collected.
- Perform monthly data quality checks in coordination with the M&E Specialist to ensure accuracy and consistency of collected information.
- Maintain and update the project monitoring and tracking template on a monthly basis, documenting performance indicators and activity progress across all grants at the site. Promptly flag underperformance to the technical team for corrective action.
- Review and assess existing data management systems for each sector, identifying gaps and recommending system improvements as needed.
- Plan and conduct M&E capacity-building sessions based on identified knowledge and skill gaps.

MEAL system

- Ensure the MEAL system components remain functional, relevant, and aligned with the Indicator Performance Tracking Table (IPTT) to monitor output, outcome, and impact indicators across relevant sectors.
- Support the development and maintenance of program databases and digital data collection tools by leveraging appropriate technologies.
- Organize and lead data collection activities in line with established project data collection and reporting workflows.
- Design and utilize tools to track project progress, identify bottlenecks, and develop user-friendly data collection instruments based on key monitoring indicators.
- Maintain a robust Monitoring & Evaluation (M&E) system that aligns collected data with the M&E framework and IPTT.
- Conduct regular field monitoring visits using standardized checklists and produce comprehensive monitoring reports.
- Perform periodic data analysis, ensuring triangulation with findings from other MEAL activities to enhance data reliability and decision-making.

Community-Based Feedback and Response Mechanism (CBFRM)

- Support the implementation and monitoring of the CBFRM, accountability initiatives, and related practices in coordination with the Accountability Officer and/or MEAL Coordinator.
- Ensure timely reporting of all data collected through the CBFRM by regularly updating the complaints database and informing the manager accordingly.



- Assist in implementing consultation methodologies to gather community preferences in alignment with the operational context.
- Uphold core principles and commitments related to AAP, including those outlined in the IASC CAAP, Core Humanitarian Standard (CHS), and the Sphere Humanitarian Charter.

Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Competencies & Requirements

- Degree in Public Health, business administration, Sociology, development studies, Statistics, or related discipline with more than 8 years of experience in SMART survey, monitoring and evaluation of health programs OR
- Diploma in nutrition, statistics, and administration with more than 10 years of experience in SMART surveys and MEAL data analysis
- Data collection/participation in surveys.
- Knowledge of research and data collection methods and familiarity with statistical tools such as DHIS2, SPSS, Epi Info, SMART, STAT 01, and others (at least two).
- Standardized Monitoring and Assessment of Relief and Transitions (SMART) methodology with Manager level certification and/or experience in surveys preferred.
- Strong communication (written, oral and cross-cultural), supervisory and organizational, and report writing skills.
- Fluency in English with good verbal and written communication skills.



- Proficiency in Microsoft suite applications: MS Office, PowerPoint, MS Word, Excel, and Outlook.
- Ability and willingness to travel to rural locations and live in basic conditions

HOW TO APPLY

Interested candidate (**South Sudanese**) who meets the above criteria, should submit their application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot No 555, block :3-K Ton-Piny North, 1st Class Residential Area, Juba, South Sudan, Or Malakal Office (Upper Nile State)

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Due to the urgency of this position, we may likely fill the position before the closing date.

We appreciate your applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review

